



Electrical & Computer  
**ENGINEERING**



Electrical & Computer Engineering

**2020-2021 Ph.D. Catalog/Handbook**

ECE Office of Academic Affairs

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## WELCOME TO ELECTRICAL AND COMPUTER ENGINEERING

Welcome to the Department of Electrical and Computer Engineering at Carnegie Mellon University. Since offering our first course in electrical engineering in 1908, our research and teaching has expanded to cover areas as broad as device sciences and nanotechnology, computer systems, data science, energy, control, communications, and circuits. The 2019 *US News and World Report* ranked our graduate programs in electrical engineering and computer engineering 8th and 3rd in the nation, respectively, and we offer programs in Pittsburgh, Silicon Valley, Portugal, Thailand, and Africa.

Our distinguished faculty work closely with students to push the boundaries of technology and to shape the future of energy systems, bio-electronics, computing, data storage, and much more.

Please don't hesitate to contact us if you have any questions or comments.

Sincerely,

Larry Pileggi  
Tanoto Professor and Department Head  
Electrical and Computer Engineering

## Core Values

The ECE Department has been a leader in both research and education for years; it is known for its innovative qualities, boldness of ideas, and unbridled enthusiasm. Our strategic plan is guided by our core values.

**We value scientific truth, creativity, quality, innovation, and engineering solutions, all within a diverse and inclusive community guided by respect and joy of doing.**

Our core values form the foundation for what we do; we hold them to be intrinsically true. We believe in solving problems that have large societal impact; we also believe that to be successful, we must work within an environment of enthusiasm and openness, respect and integrity, and freedom to express and explore a variety of ideas.

## Vision

Our vision is our guiding light; it informs and propels us in the right direction. The strategies of following that path change over time; the vision does not.

**To be a creative driving force within the university and worldwide of highest scholarly and entrepreneurial quality.**

## Mission

Our mission is our “what, who, how”; it explains what we do, who we do it for, and how we do it so we engage the “hearts, heads, and hands” of our faculty, students, and staff in achieving our objectives.

**To inspire, educate, and produce electrical and computer engineers capable of tackling fundamental scientific problems and important societal challenges, and to do so with the highest commitment to quality, integrity, and respect for others.**

We aim to be the best at what we do, to apply all our skills and knowledge to execute our vision. We educate young people to become engineers sought after by industry and academia alike; we do so in an environment imbued by enthusiasm and love for what we do, with respect and willingness to listen to each other, with freedom to express our ideas and look at challenges from different points of view. We strive to be the ECE department of choice for those who are willing to step off the beaten path, for the visionaries and dreamers.

Students in the ECE Ph.D. Program are provided a research-intensive study of the fundamentals of electrical or computer engineering. Students will create and disseminate knowledge of electrical and computer systems during the course of obtaining the Ph.D. degree. Upon enrollment in the department, students, with the help of a faculty advisor, define an education and research program that is consistent with their background and is best suited to their own academic goals.



## INTRODUCTION

### Graduate Degrees and Programs Offered

Master of Science in Electrical and Computer Engineering, Standard Program

- Pittsburgh
- Silicon Valley
- Thailand
- Africa

Master of Science in Electrical and Computer Engineering, Applied Program

- Pittsburgh
- Silicon Valley

Master of Science in Electrical and Computer Engineering, Advanced Study Program

- Pittsburgh

Master of Science in Electrical and Computer Engineering, Applied Advanced Study Program

- Pittsburgh

Master of Science in Software Engineering, Standard Program

- Silicon Valley

Master of Science in Software Engineering, Applied Program

- Silicon Valley

Doctor of Philosophy in Electrical and Computer Engineering

- Pittsburgh
- Portugal
- Thailand
- Washington, D.C.

### Graduate Student Catalog/Handbook

This catalog/handbook is intended to set guidelines and expectations for new and current doctoral students in Electrical and Computer Engineering at Carnegie Mellon University. This catalog/handbook is not exhaustive and is subject to revision at any time by the ECE department. It covers Ph.D. students in Pittsburgh, Portugal, Thailand, and Washington, D.C.

It is the responsibility of each student to read and understand the contents of this catalog/handbook.

This catalog/handbook, along with any revisions, will be posted and announced annually to the [ECE website](#). Students with disabilities may request this catalog/handbook in other formats by contacting the Academic Affairs Office.

## CARNEGIE MELLON POLICIES, EXPECTATIONS, STATEMENT OF ASSURANCE, AND CODE

### Carnegie Mellon Policies & Expectations

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

- [The Word/Student Catalog](#)
- [Academic Integrity Website](#)
- [University Policies Website](#)
- [Graduate Education Website](#)
- [College of Engineering Website](#)

Please see [Appendix A](#) for additional information about The Word and University resources.

### Carnegie Mellon Statement of Assurance

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

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

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

Information regarding the application of Title IX, including to admission and employment decisions, the sexual misconduct grievance procedures and process, including how to file a report or a complaint of sex discrimination, how to file a report of sexual harassment, and how the university responds to such reports is available at [www.cmu.edu/title-ix](http://www.cmu.edu/title-ix). The Title IX coordinator may be reached at 5000 Forbes Ave., 140 Cyert Hall, Pittsburgh, PA 15213; 412-268-7125; or [tix@cmu.edu](mailto:tix@cmu.edu).

## Carnegie Mellon Code

Students at Carnegie Mellon, because they are members of an academic community dedicated to the achievement of excellence, are expected to meet the highest standards of personal, ethical and moral conduct possible. These standards require personal integrity, a commitment to honesty without compromise, as well as truth without equivocation and a willingness to place the good of the community above the good of the self. Obligations once undertaken must be met, commitments kept.

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

The discovery, advancement and communication of knowledge are not possible without a commitment to these standards. Creativity cannot exist without acknowledgment of the creativity of others. New knowledge cannot be developed without credit for prior knowledge. Without the ability to trust that these principles will be observed, an academic community cannot exist. The commitment of its faculty, staff and students to these standards contributes to the high respect in which the Carnegie Mellon degree is held. Students must not destroy that respect by their failure to meet these standards. Students who cannot meet them should voluntarily withdraw from the University.

The [Carnegie Mellon Code](#) can also be found online.

## Carnegie Mellon Child Protection Requirements

Carnegie Mellon is committed to providing a safe and secure environment for all minors involved in any programs or activities conducted on university premises, as well as any off-campus programs or activities sponsored by the university. Details are available through the Leonard Gelfand Center [Child Protection Operations](#).

If you have questions regarding Act 153 or encounter a situation when you would need to have appropriate clearances, please contact Tara Moe at [taramoe@ece.cmu.edu](mailto:taramoe@ece.cmu.edu).

## DEPARTMENTAL INFORMATION

### University Personnel

Throughout your time in the Ph.D. program, you will encounter a variety of faculty and staff who will help you on your way to completing your degree. You may view a [list of faculty](#) and a [list of staff](#) affiliated with ECE online. Below is a list of faculty and staff whom you are likely to encounter during your time in the Ph.D. program.

- Dean of the College of Engineering: [Professor William Sanders](#)
- Associate Dean of Graduate and Faculty Affairs: [Professor Shelley Anna](#)
- Department Head: [Professor Larry Pileggi](#)

- Executive Assistant to the Department Head & Executive Manager of Events: [Kimmy Nguyen](#)
- Director, CMU-Africa: [Professor Vijayakumar Bhagavatula](#)
- Associate Department Head for Research: [Professor Shawn Blanton](#)
- Associate Department Head for Academic Affairs: [Professor James A. Bain](#)
- Associate Department Head for Students: [Professor David O'Hallaron](#)
- Director of Finance and Sponsored Research: [Charlotte Ambrass](#)
- Director of Student and Academic Affairs: [Tara Moe](#)
- MS/UG Academic Program Advisor: [Mark Craven](#)
- MS/UG Academic Program Advisor: [Arleya Loss](#)
- MS/UG Academic Program Advisor: [Monique C. Moreland](#)
- MS/UG Academic Program Advisor: [Holly Skovira](#)
- PhD Academic Program Advisor: [Nathan Snizaski](#)
- Student Organizations Advisor in Silicon Valley: [Brittany Reyes](#)
- Ph.D./M.S. Academic Program Advisor in Silicon Valley: [Brittany Reyes](#)
- Student Services Officer, CMU-Africa: [Olga Gikundiro Buki](#)

A general [list of contacts](#) can also be found on the ECE website.

## University Resources

### Stellic Degree Audit

Each student has access to [Stellic Degree Audit Application](#) which includes degree planning tools can show how courses taken or registered for meet the degree requirements. Students should also meet with their academic advisor to review how their courses have been applied to the degree requirements.

### University Resource Websites

Several pertinent university policies are included in this handbook, primarily found in the [University Policies section](#). The complete university policies are available online at the following link: <http://www.cmu.edu/policies>.

Additional assistance is available in understanding community expectations, with the following resources being particularly relevant to ECE students. Information about these offices can be found in Appendix A of this handbook, or at the respective websites.

- The Office of the Assistant Vice Provost for Graduate Education: [www.cmu.edu/graduate](http://www.cmu.edu/graduate) (Email: [grad-ed@cmu.edu](mailto:grad-ed@cmu.edu))
- The Office of the Dean of Student Affairs: [www.cmu.edu/student-affairs/index.html](http://www.cmu.edu/student-affairs/index.html)
- Disability Resources: <https://www.cmu.edu/disability-resources/index.html>
- Eberly Center for Teaching Excellence: [www.cmu.edu/teaching](http://www.cmu.edu/teaching)
- Graduate Student Assembly: <http://www.cmu.edu/stugov/gsa/index.html>
- Language Support in the Student Academic Success Center: <https://www.cmu.edu/student-success/>
- Office of International Education: <https://www.cmu.edu/oie/>
- Counseling & Psychological Services: <https://www.cmu.edu/counseling/>

- Health Services: [www.cmu.edu/HealthServices](http://www.cmu.edu/HealthServices)
- University Police: [www.cmu.edu/police](http://www.cmu.edu/police)
- The Word: <http://www.cmu.edu/student-affairs/theword>
- Academic Integrity: [www.cmu.edu/academic-integrity](http://www.cmu.edu/academic-integrity)
- University Policies: [www.cmu.edu/policies/](http://www.cmu.edu/policies/)

Please refer to Appendix A for additional information about each of the aforementioned resources.

## University Library

Students in Pittsburgh have access to several on-campus libraries. More information about the libraries can be found on the CMU Library website: <https://www.library.cmu.edu>.

## Department Resources

### Academic Advisors

Your academic advisor is a resource for having any university paperwork signed, asking questions regarding registration or the curriculum, and guiding you to other important resources. Nathan Snizaski is your Ph.D. Academic Program Advisor.

Academic advising is done through the Academic Affairs Office located in Hamerschlag Hall 1113. The Ph.D. Academic Program Advisor administratively advises Ph.D. students throughout the entire duration of the program. While program advisors do not provide content-specific expertise in ECE, they help students navigate the program by tracking milestones, meeting one-on-one and in groups with students for questions related to registration or the curriculum, guiding students to other important resources, completing enrollment and university-related paperwork, and answering questions for students who may not know where else to turn.

Nathan can be reached by email: [nathanedward@cmu.edu](mailto:nathanedward@cmu.edu), by phone: (412) 268-3200, or in person in 1113 Hamerschlag Hall. To guarantee availability, you are encouraged to **schedule an appointment** through the online appointment scheduler, also found in the signature block of Nathan's e-mail.

### Faculty Advisors

Students also receive a faculty advisor. Faculty advisors help guide Ph.D. students through the program by ensuring that all students receive the necessary support and mentoring to succeed.

### Matching

Within the first few weeks of entering ECE, most students are matched with faculty advisors using a "mutual match" process. During orientation, faculty from ECE's four areas give an overview of available research projects in order to help students find an advisor who aligns with his or her research interests. ECE's four research areas are:

- Integrated Systems (IST)
- Computer Systems-Hardware
- Computer Systems-Software
- Signal Processing, Communications and Controls (SPCC)

After the area overview, students are required to meet with all the faculty listed on their admission letter and are also welcome to meet with any other faculty member with an ECE affiliation. In addition to attending the orientation presentations, students can learn about an individual faculty member’s research interests by viewing the faculty’s member Curriculum Vitae and website (if available) and from meeting individually with different faculty members during the matching period.

Matching is done through a mutual matching process: students rank their top three [3] faculty preferences and faculty discusses their student preferences. A committee then matches each student with a faculty member, taking into consideration each of their preferences and other factors. Final matches will be communicated to students by the end of the first full month of enrollment.

Some programs have different matching processes. These variations are listed below.

Program	Matching Process
<b>CMU   Portugal Dual-Degree Program</b>	CMU   Portugal dual degree students typically enter the program pre-matched based on recommendations from the Program Directors. One advisor will be from CMU and one advisor will be from the student’s home institution in Portugal.

### Expectations

Faculty advisors are expected to help guide Ph.D. students through the program by ensuring that all students receive the necessary support and mentoring to succeed. Each relationship between a student and his or her faculty advisor is unique and tends to evolve over the course of the student’s time in the Ph.D. program. It is the responsibility of both the student and his or her advisor to identify goals, plans, and criteria for success in the Ph.D. program.

Occasionally, students request to switch advisors. While this request must be approved by the Academic Affairs Office, it is generally viewed as routine and is almost always granted. It is recommended that students pursue such switches early in the Ph.D. program so that their academic progress can continue as it is expected. To switch an advisor, a student must complete the [Change of Advisor form](#).

Faculty advisors must have an ECE affiliation and be able to financially support the student for the duration of their studies.

### Co-advisors

It is possible for students to have more than one advisor at the same time. Usually, co-advising is done when a student is pursuing a topic that is interdisciplinary in nature or that would benefit from the expertise of two faculty members. Both advisors must have an ECE affiliation to co-advise an ECE student.

### Advisor Departure

In case of advisor departure from CMU, Ph.D. students have the following options:

- Remain with advisor as a CMU student; physically located at CMU

- Remain with advisor as an enrolled CMU student, but work with advisor at his/her new institution
- Remain with advisor and transfer to advisor's new institution
- Find a new advisor at CMU and remain a CMU student

When an advisor leaves the ECE Department, the department usually arranges an information session for that faculty member's students to discuss this transition and their options.

## Graduate Studies Committee (GSC)

The Graduate Studies Committee is a committee consisting of ECE faculty and ex-officio administrators from the Academic Affairs Office. The Graduate Studies Committee meets throughout the academic year to address student petitions, discuss program policies, and to approve and assign qualifying exams.

The GSC Chair for the 2020-2021 academic year is Professor L.R. Carley. The dates for the GSC meetings for each academic year will be posted on the [GSC Petitions Procedures website](#) (requires Andrew ID credentials).

## Bulletin Boards

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

## Tech & Receiving

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

## Computer Clusters

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

## Printers

**Printers** are provided for student academic use. Andrew Public Printing stations are available in HH A101, A104, 1303, and 1310.

## Keys

All key requests should be sent to [keys@ece.cmu.edu](mailto:keys@ece.cmu.edu) and should be accompanied by your supervisor's approval. Key distribution will take 3-5 business days, assuming a copy of the desired key is on file. If a new key needs to be made, the request could take 7-9 business days. You will receive an e-mail once the key is ready for pick-up and supervisor approval has been received.

To avoid any financial implications to you, your key must be returned prior to your final departure from CMU.

## Lab & Office Space

Lab and office space will be assigned to students once they have been formally matched with a faculty advisor. Lab and office assignments may be modified at the discretion of the students' faculty advisor or the department. Students may not re-locate without prior permission from the department.

## Graduate Student Lounges

The graduate student lounge in Pittsburgh is located in the top floor of Hamerschlag Hall.

## Department Office/Building Security, Repairs and Services

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

## Graduate Student Organizations

- **EGO** (ECE Graduate Student Organization): Organizes academic and social events throughout the academic year. Website: <https://www.archive.ece.cmu.edu/~ego/>
- **WinECE** (Women in ECE): Provides academic and social events to women in ECE throughout the year. Website: <https://cmuwinece.wixsite.com/winece/>
- **HKN** (Eta Kappa Nu): The honor society for Electrical and Computer Engineering students. Members engage in community service, professional engagement, and social activities. PhD students are invited by the board of HKN to join based on academic performance. Website: <https://www.ieee.org/education/hkn-index.html>
- **ECE Outreach**: A student organization that provides middle and high school students opportunities to learn about engineering and figure out whether it's a good career choice for them. The organization is run by ECE undergraduate and graduate student volunteers. Website: <http://eceoutreach.ece.cmu.edu/index.html>

For more information on graduate student organizations and opportunities for future involvement in the ECE department, please contact [ece-student-orgs@andrew.cmu.edu](mailto:ece-student-orgs@andrew.cmu.edu).

## Press & Media Relations

**Krista Burns** and **Kimmy Nguyen** act as the points-of-contact between news media and the ECE Department, including faculty, students, and staff. Krista and Kimmy can also provide guidance on internal and external relations and can assist with publicizing programs, projects, events, and other ECE affiliated activity.

## Electrical & Computer Engineering Brand & Logos

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



## PRE-MATRICULATION

### Admissions Policies

For information about ECE's admission policies, including application requirements, application deadlines, and a link to apply, please visit these webpages:

- <https://www.ece.cmu.edu/admissions/graduate-application-deadlines.html>
- <https://www.ece.cmu.edu/admissions/graduate-faq.html>

### TOEFL Requirements and Language Proficiency

The TOEFL test is required of all international applicants whose native language is not English. Native language is defined as first language, or language spoken from birth. The TOEFL is not required if the applicant has graduated from a U.S. university, or if the applicant is a CMU student or alum.

The Admissions Committee prefers the TOEFL to the IELTS. While you are encouraged to take the TOEFL, if you are unable to do so, we look for a minimum overall score of 7 on the IELTS, with minimum sub-scores of Reading-6.5, Listening-6.5, Speaking-6, and Writing-6.

Nonnative English speakers may utilize the Intercultural Communication Center (ICC) for language support: <https://www.cmu.edu/icc/>.

### Deferral

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

### Final Undergraduate Transcripts

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

### Responsible Conduct of Research (RCR) Education

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

In support of the university's position, ECE requires **all incoming students** to take the appropriate online training offered by the Collaborative Institutional Training Initiative (CITI). The CITI physical

science module package is recommended rather than the module package for engineers, although both are acceptable. The courses are available at [citiprogram.org](http://citiprogram.org). Select “Carnegie Mellon University” as your participating institution when you create your account.

The course(s) may take a few hours to complete but can be done over a period of time. Upon completion of the course(s), students will need to provide their certificate to the Academic Affairs Office. Instructions on how to submit this certificate are communicated prior to the beginning of the semester.

## ENROLLMENT AND REGISTRATION

### Overview

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

SIO is an important online tool to use during the registration process, as well as throughout graduate school. Students can access SIO with their Andrew ID at [The HUB](#).

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

After the first semester, a student’s assigned registration time is determined by the number of completed units and cannot be changed. If a student’s tuition balance and/or fees are greater than \$0.00, the student will not be able to register until the balance is cleared.

### Degree Progress and Planning

#### Student Responsibility

It is the sole responsibility of the student to manage the academic progression of their program. Students are expected to ensure that they are taking the necessary prerequisites and courses to complete degree requirements on time. Students have the ability to add courses, drop courses, and select units for variable unit courses through SIO. It is the students’ responsibility to be aware of all academic deadlines, including the add deadline, the drop deadline, the pass/fail deadline, and the audit deadline. Academic deadline information can be found within [The HUB’s Academic Calendar](#).

If a student is not progressing as expected, they are expected to seek advice and counsel from their academic advisor and faculty advisor. If the student is concerned that they may be unable to complete degree requirements, they should contact their academic advisor and faculty advisor for assistance.

## Degree Timeframe and Residency Requirement

Completion of the Ph.D. degree usually takes about four to six years of study (depending on if the student enters with a B.S. degree or an M.S. degree). At least one calendar year of **full-time graduate study in residence** is required by CIT (see 'Ph.D. degree' section). This requirement may be waived for part-time students via a petition to the Department Head and the Associate Dean for Graduate and Faculty Affairs.

The total time allowed to complete the Ph.D. degree requirements is six years following the successful completion of the Ph.D. Qualifying Examination milestone. A minimum of 144 units is required beyond the bachelor's degree. In calculating these 144 units, a student's master's degree from another institution can be factored towards the 144 units. Please see the **Full-time Requirements section** for additional information.

Students are encouraged to register as soon as possible for each semester to avoid waitlists and ensure that tuition and stipend support continues smoothly.

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

International students must consult with CMU's Office of International Education (OIE) for questions on extension of their visa documents or if they complete their degree requirements prior to the end date on their I-20. Please see details and relevant forms on OIE's website under **Maintaining Legal Status**.

## Summer Registration Process & Procedures

Students are expected to continue their research over the summer or pursue an internship that is relevant to their Ph.D. research. Any deviation from this expectation must be approved by the student's faculty advisor prior to the beginning of the summer semester.

Students who are performing full-time research with their faculty advisor should register themselves for 18990-R Reading and Research for 36 units during the Summer 1/All semester.

International students who are completing an internship in the United States must complete the paperwork for Curricular Practical Training (CPT). For more information about internships and CPT, see the **Internship Course** section outlined in this handbook. Academic and OIE advisors will provide students with information about CPT during the spring semester.

## Vacations & Time-Off

Students with graduate assistantships are expected to continue with their research during academic breaks (including summer months) with the exception of official University holidays. Paid time off for personal business or vacations generally is not included as part of a graduate's financial support.

A supported graduate student who wants to take a short break (up to two weeks) must get approval for that break from his/her advisor in writing and, if required by the terms of the student's support package, must make up the work. Supported graduate students wishing to take longer periods of personal time off must do so without financial support and must receive written approval from their faculty advisor at least three weeks prior to the requested time off. International students should pay particular attention to the rules governing their visa in relation to time off. The student's faculty advisor will notify the Department's Business Office of any such arrangements so that an appropriate adjustment in the student's support package can be processed.

University holidays include:

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Day Before Christmas
- Christmas Day
- Day Before New Year's Day

## Full-time Requirements

Full-time students must be enrolled for a minimum of 36 units each semester – fall, spring, and summer.

Moreover, international students must be enrolled in a full course load (minimum 36 units) each semester to maintain their immigration status. Enrollment less than full time may be applicable at certain periods of the Ph.D. program (e.g., self-supporting in the final semester). See your academic advisor for more information.

## Statute of Limitations

ECE adheres to [CIT's policy on Ph.D. completion timelines](#), as follows:

Passing the Ph.D. qualifying examination admits a student to candidacy for the Ph.D. degree for a period of no longer than six calendar years. If, at the end of this six-year period, the Ph.D. has not been awarded, the student must reapply for admission to the graduate program and will be judged competitively with other students applying at the same time.

Former ECE students who did not fulfill graduation requirements and would like to return to complete a degree should refer to the [statute of limitations](#) on the University Policies website.

Under extraordinary circumstances, such as leave of absence, military or public service, family or parental leave, or temporary disability, a school or college may, upon the relevant department's recommendation and with the written approval of the dean, defer the lapse of All But Dissertation (ABD) status for a period commensurate with the duration of that interruption.

Students, who are pursuing the Ph.D. degree as part-time students for all semesters of their program, as approved by their program, may also appeal to their program or department for extension of the time to degree limit. Requests for extensions to the statute of limitations must be submitted to the Graduate Studies Committee at least one semester prior to the statute of limitations expiration.

Students wishing to obtain an extension due to special circumstances must to submit a formal petition at least one semester prior to his or her defense timeline expiring. The time clock will stop for students who have not taken the qualifying exam prior to the leave of absence.

### Campus Location Tracking & Reporting Requirements

Students who are not based in Pittsburgh will be required to report their expected location for the future semester by responding to an online poll disseminated by the Academic Affairs Office. This information is critical in ensuring that students are billed properly and, if they are traveling to the United States from abroad, receive their visa in a timely fashion. Additionally, some programs regulate on how long a student can be in Pittsburgh over the course of the program.

Any deviations from the location requirements outlined by the program must be approved by the student’s faculty advisor. Additional information regarding funding may also be requested by the Business Office in order to facilitate the students’ deviation from traditional location requirements.

Information on location requirements can be found in the table below:

Program	Location Details
<p><b>CMU   Portugal Dual-Degree Program</b></p>	<p>CMU   Portugal dual degree students receive funding for a total of two years on the Pittsburgh Campus. Students and their advisors should work together to determine where the student will be physically located each semester. Three years will be spent in Portugal.</p>

Once students have reported their location to the Academic Affairs Office, any change in plans should be communicated immediately and directly to the Academic Affairs Office. It is the responsibility of the student and his or her advisor to communicate location information to the Academic Affairs Office. Late or inaccurate reporting of future locations may limit a student’s ability to travel to the United States and may result in inaccurate financial charges to the student’s account.

### Obtaining an M.S. on the Way to the Ph.D.

Many Ph.D. students wish to obtain an M.S. on the way to the Ph.D. in order to demonstrate their academic progress in the program and to have a milestone to show on their curriculum vitae/resume. Ph.D. students have two M.S. options: a course M.S. or a project M.S.

### *Course M.S.*

The **course M.S.** requires 96 units of coursework, 12 units of which can be research. Of the 96 units, 60 units are restricted (including 12 units of research) and 36 are less-restricted.

### *Project M.S.*

The **project M.S.** is only open to ECE Ph.D. students. This option also requires 96 units of coursework, 36 units of which can be research in exchange for writing a 40 page or less research paper. This paper will need to be approved by both the student's faculty advisor and a second reader who must be an ECE faculty member. Twelve of the 36 units will be allocated to the restricted 60 units, and 24 of the 36 units will be allocated to the less-restricted units.

Both types of M.S. degrees require the completion of a **Request for an M.S. Degree form**. This form must be completed at least two weeks before the final grades deadline if a student is requesting an MS at the end of a given semester.

### **Change of Degree Program**

Sometimes students begin the Ph.D. program and realize that they do not want to continue as a Ph.D. student. When this occurs, students may have the option of switching to the M.S. program. Switches to the M.S. program should be discussed with the student's advisor prior to filling out **the switch to M.S. form** to formalize the switch.

Please note that this switch must be done prior to or within the first 10 days of classes in the semester in which a student would like to switch to the M.S. program via the switch to M.S. form. After the 10<sup>th</sup> day of class, the switch will not be permitted until the following semester and the student will be expected to continue with Ph.D. research until the end of the semester.

Students who switch to the M.S. program will become financially self-supporting, meaning that they will no longer receive tuition or stipend support from the department. Prior to switching to the M.S. program, international students should consult with OIE.

### **Center for the Neural Basis of Cognition (CNBC) Program**

ECE Ph.D. students interested in the neural basis of cognition can apply to the **Center for the Neural Basis of Cognition** (CNBC) Graduate Training Program, which allows students to combine neuroscience and engineering in an interdisciplinary training program.

The CNBC program offers a certificate graduate training program in collaboration with ECE and several other affiliated doctoral programs at Carnegie Mellon University and the University of Pittsburgh. The program trains interdisciplinary scientists interested in understanding how cognitive processes arise from neural mechanisms in the brain. Students combine intensive training in their chosen specialty with broad exposure to other disciplines that touch on neural computation and problems of higher brain function.

Students who have been accepted to the ECE Ph.D. program can apply to participate in the CNBC graduate training program. The program requires four core courses in the areas of cellular and molecular neuroscience, systems neuroscience, cognitive neuroscience, and computational

neuroscience. The CNBC program also includes several colloquium/seminar series, student-run journal clubs, research ethics training, and a variety of optional elective courses. Students in the CNBC program receive travel support and possible computer equipment support.

The following describes how the CNBC course requirements can be integrated with the ECE Ph.D. course requirements:

#### *For incoming Ph.D. students with a B.S. degree*

Students entering the ECE Ph.D. program with a B.S. degree will be able to complete the CNBC course requirements entirely within the framework of the ECE course requirements. In other words, these students will be able to complete the CNBC course requirements without taking units above and beyond the 96 units required for an ECE Ph.D.

#### *For incoming Ph.D. students with a M.S. degree*

Students entering the ECE Ph.D. program with a M.S. degree may petition the GSC for one CNBC course to be counted towards fulfillment of an ECE breadth area and course requirements. One other CNBC course will be allowed to count as an ECE-related course with no GSC petition required. The student will then need to take four more courses: two more to satisfy the CNBC requirements, and two more to satisfy the ECE breadth requirement and the 48 units required for an ECE Ph.D.

All students who are planning to complete the CNBC graduate training program along with an ECE Ph.D. are required to meet with their faculty advisor to discuss their course plans. The course plan must then be discussed with the Academic Affairs Office.

### Joint Degree Programs

Joint degrees are when two departments come together to create one program and award one degree. The College of Engineering has a [joint degree program with the Department of Engineering and Public Policy](#) (under 'Joint Degrees with EPP').

### Courses Outside of Degree Requirements

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

### Double Counting Courses

ECE follows the [CIT Policy on double counting courses](#). Students are required to notify the Academic Affairs Office prior to declaring a degree outside of ECE as this may have repercussions for your units and coursework to date.

The same course taken two separate times will not count towards the ECE Ph.D. If a student takes the same course twice, the course with the higher grade will be counted towards the ECE Ph.D. course requirements.



## Retaking Courses

If students do not pass a course, they should take a different course that will fulfill the requirement. Retaking a course is not recommended. Students who wish to retake a prerequisite course in which they did not receive the minimum grade required should first confer with their faculty advisor for approval. Should a student choose to retake a course, only the course with the higher final grade will be counted towards the ECE Ph.D., provided the student receives a “B-” or better.

All grades are recorded on the transcript and factored into the cumulative QPA. Depending on previous education (entering Ph.D. program with or without M.S. degree) approved courses will be factored into the 48 or 96 units that fulfill degree requirements are factored into the required 3.0 graduation QPA.

## Auditing Courses

Auditing a course is being present in a classroom without receiving academic credit or a letter grade. An audited course will appear on a student’s transcript. Students are permitted to audit courses in consultation with their faculty advisor. Please note that audited courses cannot count towards the Ph.D. Course or Breadth Area requirements. Students who are present in a classroom and who are not receiving academic credit or a letter grade must complete audit the class to continue to attend regularly.

A student who wants to audit a course is required to:

1. Register for the course in SIO.
2. Obtain permission from the instructor and ask the instructor to sign the [course audit approval form](#).
3. Submit the form to their academic advisor for approval.
4. If approved, the academic advisor will send the form to the HUB for processing.

Once a course audit approval form is submitted to the HUB, a letter grade (‘A’-‘R’) will not be assigned for the course and the declaration cannot be reversed. You can find the deadline for submitting this form on the [Academic Calendar](#). After the deadline, students will not be able to request the option to audit a course.

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

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



## Pass/No Pass Courses

Students who want to take a course pass/fail are required to register for the course and submit the pass/no pass approval form (<https://www.cmu.edu/hub/docs/pass-fail.pdf>) to their academic advisor. If approved, the academic advisor will send the form to the HUB for processing.

Once a pass/no pass approval form is submitted to the HUB, a letter grade ('A'-'R') will not be assigned for the course and the declaration cannot be reversed. Passing work (letter grade 'A'-'C') is recorded as 'P' (passing grade) or 'S' (satisfactory) on the student's academic record, with both grades meaning the same; work with a grade at or lower than 'C-' will not receive credit and will be recorded as 'N' (not passing grade) on the student's academic record. No quality points will be assigned to 'P'/'S' or 'N' grades; the units of 'P'/'S' or 'N' grades will not be factored into the student's QPA.

The units of pass/no pass courses count toward the maximum course load units, but do not count toward the degree requirements. You can find the deadline for submitting this form on the academic calendar. After the deadline, students are not able to request to pass/no pass a course.

Any student may take a course pass/no pass. For billing, the course is considered the same as traditional courses under the tuition charges. If a part-time student takes a course pass/no pass, they are charged part-time tuition based on the per unit tuition rate for the course.

## Petition Process

Petitions are approved by the GSC. Petitions to the GSC may include program transfers, breadth area substitutions, Ph.D. milestone extensions, increase in units, course substitutions and any other changes that are outside of the policies stated in the student handbook. Students are advised to discuss their petitions with their academic advisors.

The petitions process is as follows:

1. Student completes the appropriate [petition form](#) and submits it to their academic advisor in the Academic Affairs Office no later than 5pm ET on the Friday before the GSC meeting.
2. The academic advisor presents the petition to the GSC.
3. Students are notified of the outcome of their petition via an email from the M.S. Academic Advisor after the GSC has met. Generally, all GSC decisions are final.
4. Due to time constraints, some petitions may be tabled until the following GSC meeting. When this occurs, students will be notified via email.
5. The academic advisor saves a finalized version of the petition in the student's academic file.

## Course Transfer Request Policy and Process

Only one graduate-level course, or the equivalent of 12 units, can be transferred from another university as credit toward the Ph.D. degree. As a guideline, three-credit courses from other universities equate to 9-unit CMU courses; a four-credit course equates to a 12-unit CMU course.

The course being transferred in must:

- Fulfill an ECE degree course requirement and is equivalent to a CMU course

- Be considered a graduate level course at the university where it was taken (unless requesting transfer credit for the one allowed undergraduate course)
- Have not been used to fulfill requirements for any previously earned degree

Please note that this policy is more restrictive than the [CIT transfer credit policy](#) (under ‘Transfer Credit and Special Students’). A grade of ‘B’ or better must be earned for the course to be transferred. The transfer credits will appear on the student’s transcript and will not be factored into the QPA.

Transfer credit is not granted prior to admission and must be approved by the Graduate Studies Committee and CIT Dean’s Office. After matriculating to Carnegie Mellon, ECE students should consult with their academic advisor before taking a course at another university.

Transfer courses will be reviewed for academic rigor and alignment with courses offered in ECE. The course description and syllabus, learning outcomes, delivery mode, and institutional accreditation will be considered when evaluating the course for transfer.

If a course has previously counted towards a degree, you may still request that the course count towards the Breadth Area requirement.

The process for petitioning to transfer a course is as follows:

1. Meet with academic advisor and faculty advisor to discuss the course transfer
2. Complete and collect the following mandatory documents:
  - a. [Petition for Graduate Studies Committee approval](#)
  - b. Official transcript from previous institution
  - c. Detailed course description/syllabus (should include grading scale, assignments required, mandatory books, and time required in class) of the course you wish to transfer
  - d. Letter from the previous institution’s registrar or academic advisor stating the course intended for transfer was not used towards a degree
  - e. E-mail endorsement from the instructor of the CMU course you believe your transfer course is most equivalent to
  - f. [CIT Graduate Transfer Credit Request form](#)
3. Submit the completed packet to the academic advisor
4. The academic advisor will present the transfer request to the CIT Dean’s office and notify the student of the result.
5. Once the petition is approved, the Academic Affairs Office will work with the student to complete the transfer request.

### Pittsburgh Council on Higher Education (PCHE) Cross-Registration Program

Full-time Carnegie Mellon students may take subjects for credit through the Pittsburgh Council on Higher Education (PCHE). The purpose is to provide opportunities for enriched educational programs by permitting *full-time* paying undergraduate and graduate students to cross-register for **one** course at any of the ten PCHE institutions. Please refer to [The HUB website](#) for additional details.

## Registering for Courses

### Academic Calendar

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

### Course Load

Prior to registering each semester, it is strongly recommended that students consult with their faculty advisor in order to ensure that their course load is balanced and relevant to the student's Ph.D. research.

Some programs have specific registration requirements. These requirements are outlined in the table below.

Program	Registration Details
<b>CMU   Portugal Dual-Degree Program</b>	CMU   Portugal dual degree students should register for at least 37 units in their first semester in Pittsburgh and 36 units during each semester before or afterward, regardless if they are in located in Portugal or Pittsburgh.

### Adding Courses

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

In the event that an ECE course (18-XXX) is cross-listed with a course from another department, ECE students must register for the ECE course number.

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

### Course Locations

Courses will take place at various buildings and room locations across CMU campuses as assigned by the University Registrar's office each academic semester. Each course location is tied to a section and has a final assignment that is linked to the final grade. It could be in the form of a final exam, final project, or research as stated in the syllabus on the first day of classes. Students should register for sections of their courses according to their physical campus location. Please refer to the schedule of classes available on your campus.

### Dropping Courses

Students have the option of dropping courses from their schedule starting at their assigned registration time until the [add/drop deadline](#) through SIO. When a course is dropped before the

drop deadline, it does not appear on the transcript. As a courtesy to others, students should drop a course as soon as they decide not to take it. This will allow a waitlisted student to be enrolled and will limit the disruption to any team-based projects.

## Withdrawing from Courses

Students should remove themselves from a course before the **drop deadline** each semester. If a student chooses to withdraw from a course after the drop deadline, the student must officially withdraw from the course and should consult with their academic advisor and faculty advisor to discuss the withdrawal. Withdrawals take place after the drop deadline but before the last day of the semester. Students must complete and submit the **Course Withdrawal Request form** with their academic advisor in order to withdraw from a course. More information on withdrawal grades can be found on the CMU policy website under the **grading policy**. Withdrawals receive a “W” grade for the course on a transcript; this “W” grade is not factored into the QPA but the course does count towards the maximum units.

## Waitlists

It is typical to be waitlisted from the time of registration up until the tenth day of class. This is common practice across the university to ensure that students within the department have the opportunity to take the courses they need in order to graduate. To determine the likelihood that you will be registered from a waitlist for an ECE course, students in Pittsburgh should send an e-mail to [coursehub@ece.cmu.edu](mailto:coursehub@ece.cmu.edu). You should only attend courses for which you are waitlisted if you have permission from the instructor. Students may only be waitlisted for a maximum of 5 courses.

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

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

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

## Technology Enhanced Courses

The ECE department offers courses that are taught exclusively online, and some have a live recitation component. ECE refers to them as “Technology Enhanced” courses and can be identified by the section code that includes “T”. Other departments with online courses may list their technology enhanced courses in a different format, so be sure to check with the instructor if it is unclear whether a course is online. International students on a US residential campus (i.e., Pittsburgh) may take a maximum of one online course per semester that does not have a required in-person component, per F-1 visa regulations.

## Courses with Time Conflicts

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

## Prerequisites

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

For ECE courses that require 18-600/15-213/15-513/18-213 as a prerequisite, students will not be permitted to enroll in the subsequent course without credit for 18-600/15-513. 18-600 and 15-513 are the only courses available to graduate students that satisfy the prerequisite requirement. Students attending Pittsburgh campus can plan to take 15-513 in the summer prior to their matriculation in the fall semester. Tuition will apply at a [per unit rate](#).

Graduate courses that require 18-600/15-213/15-513/18-213 anywhere in their prerequisite tree include:

- 18-640 – Foundations of Computer Architecture
- 18-648 – Embedded Real-Time Systems
- 18-649 – Distributed Embedded Systems
- 18-656 – Data Intensive Workflow Development for Software Engineers
- 18-725 – Advanced Digital Integrated Circuit Design
- 18-740 – Computer Architecture
- 18-742 – Parallel Computer Architecture
- 18-745 – Rapid Prototyping of Computer Systems
- 18-746 – Advanced Storage Systems
- 18-748 – Wireless Sensor Networks
- 18-756 – Packet Switching and Computer Networks
- 18-759 – Wireless Networks
- 18-842 – Distributed Systems
- 18-845 – Internet Services
- 18-848 – Special Topics in Embedded Systems

## Final Exams

All ECE students must attend final exams as scheduled by the university and individual course instructors. If a student believes that a final exam presents a scheduling conflict, he or she must discuss the issue with the course instructor. ECE administration does not have control over the university exam schedule. Please keep this in mind when arranging travel at the end of a

semester; having purchased airline tickets is not a proper excuse for missing a final exam. Please refer to [Carnegie Mellon University Policies on Examinations](#) for additional information.

## Enrollment Verifications

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

ECE may verify some limited information in the form of a letter, which may be suitable for some purposes, such as the verification of skills students acquired through the ECE programs. Please contact your academic advisor for more information. Please note that the ECE department is only able to verify information on ECE and Computer Science courses. Information on courses offered in other departments can only be verified by the other department. To obtain a verification letter, the student or alumni should contact the Academic Affairs Office.

## Leave of Absence

Occasionally, students must pause their degree program due to personal, professional, or academic reasons. A student who is considering a leave of absence should speak to his or her academic advisor prior to taking a leave of absence in order to ensure his or her understanding of the leave of absence policy and its ramifications.

Leaves of absences are capped at two calendar years' time maximum throughout the Ph.D. program, accrued either as a 2-year leave or amount to 2 years accrued through various leaves. In extreme cases, a student may request additional leave time via a petition to the GSC. If they do not return within two academic years, they will be administratively withdrawn from the graduate program. Students are not eligible to complete departmental milestones while on a leave of absence and must return from a leave of absence in order to complete any program requirements, including the Course requirement, Breadth Area requirement, Teaching Internships (TI), Qualifying Exam, Prospectus, and thesis or dissertation defense.

Students who intend to return to the Ph.D. program beyond or after the two-year leave cap must re-apply to the graduate program. Questions can be addressed to the Ph.D. Academic Program Advisor.

Once a student decides to take a leave of absence, he or she should complete the [Leave of Absence form](#) and bring it to their academic advisor for additional processing. Please note that the student's advisor must sign the leave of absence form. The student and his or her faculty advisor are expected to have a conversation about the requirements for the student's return. ECE faculty are not required to hold spaces in their research group for students who are on leaves of absences. As a result, a student may need to be prepared to find a new faculty advisor and new funding in order to return from a leave.

## Returning from a Leave of Absence

To return from a leave of absence, the student must have financial support and an ECE faculty advisor's approval. A student intending to return from leave must submit the [Petition to Return from Leave of Absence form](#) to their academic advisor at least 30 days prior to the start of the semester in which he/she plans to return. A student's return must coincide with the start of a

new semester (fall, spring, or summer). Students cannot return from a leave of absence in mid-semester, with the exception of summers.

Per [university policy on student leaves](#), “Students on leave are not permitted to live in university housing, attend classes or maintain employment as students at Carnegie Mellon while their leave is in effect.”

More information about the University’s [Leave of Absence and Withdrawal](#) policies can be found in the [University Policies](#) section of this handbook.

## Degree Certification Process & Commencement

Ph.D. degrees will be certified after students successfully defend their dissertation and submit all required paperwork, including publication permissions and contact information. In addition, students must have provided a final copy of their undergraduate transcript(s) and must have a tuition balance of \$0.00 to receive a diploma. Students will be notified of their degree certification via email once the certification has been completed by the Academic Affairs Office.

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

Students who are certified in the summer or fall semesters will be invited to attend the following spring commencement ceremony. Spring graduates will be invited to the spring commencement ceremony. Students are not eligible to participate in the Doctoral Hooding Ceremony or the ECE Diploma Ceremony unless their degree has been certified by the Academic Affairs Office.

The title of the degree students receive is Doctor of Philosophy in Electrical and Computer Engineering.

## ACADEMIC STANDARDS

### Grades

Below are the policies surrounding grades for students in the Department of Electrical and Computer Engineering.

#### University Policy on Grades

The [university policy on grading](#) offers details concerning university grading principles for students taking courses and covers the specifics of assigning and changing grades, grading options, drop/withdrawals and course repeats. It also defines the undergraduate and graduate grading standards.

#### CIT Grading Policy

ECE follows the [CIT letter grade scale](#). The letter grade scale is ‘A’ (highest for CIT students), ‘A-’, ‘B+’, ‘B’, ‘B-’, ‘C+’, ‘C’, ‘C-’, ‘D+’, ‘D’, and ‘R’ (lowest). CIT students cannot receive an ‘A+’ grade on their transcript, even if a course is taken from another college where ‘A+’ is given.

Students must receive a "B-" grade or better in both the graduate and undergraduate courses for the course to count towards the Ph.D. requirements.



## Incomplete Grade

Incomplete grades will be assigned at the discretion of the course instructor, per the [university grading policy](#).

## Withdrawal Grade/Withdrawing from Courses

Students can withdraw from a course after the add/drop deadline until the last day of classes. This will result in a 'W' on the transcript, which is not factored into the QPA. To withdraw, the [Course Withdrawal request form](#) must be completed and submitted to the academic advisor for approval. If approved, the academic advisor will send the form to the HUB for processing. Students should confer with their faculty advisors before withdrawing from a course.

## Academic Performance

### Quality Point Average

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

### Probation

In the event that a student's semester or cumulative QPA falls below a 3.0, that student is on academic probation and will receive a letter from the department alerting them. While on probation, students must meet with their academic advisor and comply with their recommendations. Once a student's semester and cumulative QPA increase above 3.0, the student is automatically removed from probation.

### Satisfactory Progress & Program Dismissal

Students are expected to make satisfactory academic progress each semester of the Ph.D. program. "Satisfactory" progress may be defined differently for each student. Students should work together with their faculty advisor to determine what satisfactory progress entails and to improve performance when a student receives feedback that progress has been unsatisfactory.

Occasionally, students fail to meet their advisor's expectations for satisfactory progress for one or more semesters, despite attempts to remediate substandard progress. When this situation occurs, faculty may issue an impending dismissal notice to students. Such letters must be issued no later than the end of the first week of the semester in which a dismissal is taking place. This timing affords impacted students adequate time to make other arrangements to continue in the Ph.D. program or to transition to another program. Any exceptions from this policy is subject to approval from the department head.

Impending dismissal letters are drafted by the student's faculty advisor, and then sent to the Department Head and Academic Affairs Office for review and approval. Once the letter has been approved, the letter will be distributed to the student via email. The letter will outline the causes for dismissal and possible options for the student. Students who receive dismissal letters should schedule an appointment to meet with the Academic Affairs Office to discuss their options. International students should also schedule an appointment with OIE to discuss the potential visa ramifications of a program dismissal.



Faculty may rescind a dismissal letter in writing and must notify the Department Head and Academic Affairs Office of any such action. Dismissal from a program will result in the loss of the student's affiliation with CMU and their student status.

## Academic Integrity

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

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

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

### Penalties for Violating Academic Integrity

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

Instructors who suspect that an academic integrity violation has occurred should consult with the Office of the Dean of Student Affairs, who will assist the faculty member in handling a possible academic integrity violation and determine possible sanctions, if appropriate. In accordance with the university's policy, a student who violates the academic integrity policy will not be permitted to drop the course in which the offense occurred to avoid penalty. If the student attempts to drop the course, he/she will be reenrolled.

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

## PH.D. DEGREE REQUIREMENTS

### Overview

ECE Ph.D. students must satisfy multiple milestones before the doctoral degree is certified. These milestones addressed in this section include:

- [Coursework](#)
- [Breadth Area Requirements](#)
- [Qualifying Exam](#)
- [Research](#)

- Teaching Internships
- Prospectus
- Thesis
- Dissertation defense

Below is an example of a student’s plan of study over the duration of the ECE Ph.D. program. Please note that this plan is an example and may vary based on whether the student has an MS degree prior to enrolling, on conversations between the student and his or her advisor, and which ECE Ph.D. program the student is enrolled in.

Milestones	Semester									
	F1	S1	F2	S2	F3	S3	F4	S4	F5	S5
Research	X	X	X	X	X	X	X	X	X	X
Courses & Breadth	2 classes	2 classes	2 classes	2 classes						
Qualifying Exam				X (students incoming F15)	X (students enrolled prior to F15)					
Teaching Internship			X			X				
Prospectus								X		
Thesis and Defense										X

## Coursework

Students must receive a "B-" grade or better in both the graduate and undergraduate courses in order for the course to count towards the Ph.D. requirements.

Prior to registering each semester, students should consult with their faculty advisor to ensure that their semester course load is balanced and relevant to their Ph.D. research.

## Required course total

- Students in the Ph.D. program without a M.S. degree, and students in the Ph.D. program who have an ECE M.S. degree from Carnegie Mellon, must take a total of eight [8] ECE or related courses (totaling 96 units) at Carnegie Mellon. At least six of these eight courses must be approved graduate-level courses. In addition, students must also successfully complete a 1-unit Introduction to Graduate Studies course during their first semester in the Ph.D. program.
- Students in the Ph.D. program who have earned a M.S. degree elsewhere (outside of CMU's ECE Department) must take a total of four [4] ECE or related courses (totaling 48 units) at Carnegie Mellon. At least three of these four courses must be approved graduate-level courses. In addition, students must also successfully complete a 1-unit Introduction to Graduate Studies course during their first semester in the Ph.D. program.

- Students who received an M.S. in ECE from Carnegie Mellon may use their M.S. courses to count toward Ph.D. requirements.
  - Students who have received an M.S. from Carnegie Mellon in ECE are strongly encouraged to schedule an appointment with the Ph.D. Academic Program Advisor to discuss their M.S. courses and which will count towards the Ph.D. degree requirement. In addition, students must also successfully complete a 1-unit Introduction to Graduate Studies course during their first semester in the Ph.D. program.

A comprehensive list of graduate courses that have been approved for the ECE Ph.D. can be found on the [Ph.D. Breadth Area website](#). In addition to this list, any 12-unit ECE course at the 18-600 level or higher is approved to count towards the ECE Ph.D. degree, except for any project, seminar and independent study courses. Courses in the Computer Science Department (CSD) that are 15-700 or higher and are non-project, non-seminar or non-independent study courses are also approved.

Undergraduate courses that are pre-approved to count towards the ECE Ph.D. include ECE undergraduate courses 300 or above (18-3XX) and CSD courses 300 or above (15-3XX).

### Professional Development coursework

Up to twelve (12) units total of professional development coursework in ECE may be counted towards the ECE Ph.D. Course requirement, in any combination of the following course list:

- 18-601 (12 units)
- 18-603 (12 units)
- 18-605 (12 units)
- 18-606 (12 units)
- 18-700 (12 units)
- 18-703 (12 units)
- 15-894 (12 units)
- 18-701 (6 units)
- 18-702 (6 units)
- 18-996 (3 units)
- 18-997 (3 units)
- 18-998 (3 units)

### Course Restrictions

Students are responsible for checking the syllabi for classes to ensure their courses are not deemed as a restricted course by the following criteria:

- Courses where more than 50% of the course grade is based on a group project or more than 20% is based on attendance are restricted.
- Mini courses worth 12 units are restricted.

- No more than 12 units of professional development coursework can be applied toward the Course requirement.

### Petitioning to Count a Course Not on the Pre-Approved List

Students wishing to count a graduate course at Carnegie Mellon not listed in the approved graduate course list, or an undergraduate course offered by another department at Carnegie Mellon, must formally petition the Graduate Studies Committee. Please see the section in this handbook on [petitions](#) and schedule an appointment with your academic advisor for more information.

### Breadth Area Requirement

The ECE Department has defined 7 technical areas (plus an 'Other' area) as Breadth Areas for the Ph.D. degree. These areas are:

- Algorithms/Complexity/Programming Languages
- Applied Physics (Solid State/Magnetics/Fields)
- Artificial Intelligence, Robotics and Control
- Circuits
- Computer Hardware Engineering
- Signal Processing and Communications
- Software Systems and Computer Networking
- Other (by petition)

Each Ph.D. candidate must take at least one [1] graduate class from at least three of these areas to fulfill the breadth requirement. Students must receive a "B-" grade or better in these courses.

By petition to ECE's Graduate Studies Committee, students may be able to count one course that they have taken during a previous degree toward the breadth course requirement. If the petition is accepted, only two more breadth areas must be satisfied. However, students will still be held to the same course requirements.

### Qualifying Exam Requirement

Students who are working towards a Ph.D. degree are required to take the Ph.D. Qualifying Examination. The Ph.D. Qualifying Examination tests the student's ability to think, speak, and write. Students must read and understand three technical papers that define the examination topical area. Students then write a review paper as well as orally present this review to a faculty examining committee. This committee includes three faculty members from the ECE department whose research focus is in the area the student wants to be tested on. The student must answer detailed questions from the faculty committee. These questions can be about the review paper and presentation, the reference papers, and obvious undergraduate-level technical background for the material in the review and reference papers.

### Timeline

Students matriculating in the Fall 2015 semester or afterwards must take the Ph.D. Qualifying Exam for the first time no later than the fourth semester after being admitted to the Ph.D.

program, and must pass the exam no later than the fifth semester after being admitted to the Ph.D. program. Summer semesters are not included in this qualifying exam timetable.

Students matriculating prior to Fall 2015 must take the Ph.D. Qualifying Exam for the first time no later than the fifth semester after being admitted to the Ph.D. program, and must pass the exam no later than the sixth semester after being admitted to the Ph.D. program. Summer semesters are not included in this qualifying exam timetable. Students are encouraged to take the Ph.D. qualifying exam as soon as possible.

Each student should determine with her or his advisor when to take the qualifying exam the first time.

The time clock determining when a student must take the qualifying exam is stopped for one semester if the student is engaged in a full-time industrial internship during an academic year semester (fall or spring). This policy applies for up to one semester of internship experience. Students engaged in internships for more than one academic semester must petition to ECE's Graduate Studies Committee to request a deferment of the qualifying exam timeline beyond one semester. Please note that there is no guarantee that such petitions will be approved.

Fall exams generally occur in the month of November. Spring exams generally occur in the month of April.

## **Mechanics**

### *Declaration, Abstract, and Technical Papers (due in September or February)*

With faculty advisor input, the student will complete a qualifying exam declaration, write a presentation abstract, and submit three technical papers. The declaration will allow students to rank order between seven [7] and ten [10] ECE faculty that the student and his or her advisor feel would be the best fit for the examination committee. The three technical papers provide context to the faculty examining committee regarding the student's area of focus.

Students can choose no more than two papers that may have authors who are currently faculty at Carnegie Mellon. Students can choose no more than one paper that the student has co-authored. The total length of all three papers may not exceed 50 pages.

The Graduate Studies Committee reviews the declaration packets and recommends a three-person faculty examination committee. While every attempt is made to choose faculty from the student's declaration submission, these preferences cannot always be accommodated due to faculty availability and committee balancing. This committee is subject to approval by the student's faculty advisor.

### *Review paper (due in October or March)*

The qualifying examination tests your written communication skills through a short review paper. This paper defines the focus of your qualifying examination topic. You should explain your technical area; your work and the relationship between your work and the content of the student's three technical papers. This paper must not exceed four pages and must be in a 2-column format.

### *Exam (occurs in November or April)*

Prior to the start of the qualifying exam, the Academic Affairs Office will communicate each student's exam date, time, committee, and location via email.

The Qualifying Examination tests a student's oral communication skills by having the student present a short, conference-style talk during the first 30 minutes of a Qualifying Exam. The examining faculty will typically ask the student's questions to help clarify the presentation immediately following your presentation.

Once the clarification question and answers are completed, the examining committee will ask the student questions about the student's research area, technical papers, review paper, and electrical and computer engineering fundamentals that relate to your research area.

### **Outcomes**

At the conclusion of the qualifying exam, the faculty examiners will consult with each other and grade the qualifying exam. All qualifying exams will be discussed at the faculty qualifying exam review meeting, which occurs on the Friday of the second week of qualifying exams. Final outcomes will be determined by the faculty at this meeting, not by the three-person faculty examination committee.

All students will be notified of their qualifying exam outcome and provided with feedback after the faculty has convened.

Students failing the qualifying exam the first time can take it a second time, no later than the sixth semester after being admitted to the Ph.D. program if the student started prior to Fall 2015 or the fifth semester if the student started in the Fall 2015 semester or afterwards. One faculty member from the first exam committee will serve on the second committee. A student who fails the exam twice must leave the Ph.D. program at the end of the semester in which the second failure occurs.

Students who pass the qualifying exam will officially be recognized as candidates for the Ph.D. degree.

### **Research**

All full-time Ph.D. students are required to complete research every semester they are enrolled in the program. The completion of research is represented by the student's enrollment in *18990 Reading and Research* each semester. Expectations for research and productivity vary greatly throughout the department and should be discussed regularly with the student's faculty advisor.

Each fall and spring semester, students should register for *18990 Reading and Research* in the section that represents their physical location.

18990 Reading & Research sections:

- Section A: For students studying in Pittsburgh

- Section PP: For all CMU Portugal students studying in Portugal. (CMU Portugal students in Pittsburgh will register for section A.)

Resources and Regulations Governing Research at Carnegie Mellon that may be of interest to Ph.D. students include the following:

- [Office of Sponsored programs](#)
- [Office of Research Integrity & Compliance](#)

Students are expected to abide by the university’s position on ethical research as posted on the Office of Research Integrity and Compliance website. See the [Responsible Conduct of Research Education](#) section in this handbook for more information.

### Teaching Internship Requirements

All ECE Ph.D. students are required to complete two Teaching Internships (“TI”) over the course of the Ph.D. program. These Teaching Internships are unpaid and students will receive a letter grade reflecting their performance. Students must receive a “B” or better in the TI course to receive credit for completing the teaching internship.

The [TI program](#) is coordinated through the Academic Services Office. All students must complete a [teaching assistant application](#) for the TI to be formally recognized by the department. The Academic Services Office will work with the student to enroll him or her in the correct course representing their work as a TI prior to the start of the semester.

Students may complete a TI for a course outside of ECE or during the summer semester, though it must be approved by the Associate Department Head for Academic Affairs and recorded by the Associate Director of Student and Academic Affairs prior to the student starting the TI. Students should contact the Academic Affairs office to facilitate this process.

Programs that are not based in Pittsburgh may have requirements pertaining to where each TI is completed. More information on location-specific requirements can be found below:

Program	Teaching Requirements
<b>CMU   Portugal Dual-Degree Program</b>	CMU   Portugal dual degree students will complete one TI in Pittsburgh and one TI in Portugal.

Students are expected to support the course instructor and establish mutual expectations while providing excellent academic support to students. Depending on a student’s area of expertise and English proficiency, he or she may be assigned to a variety of tasks that can range from grading to leading recitations.

Graduate students are required to have a certain level of fluency in English before they can instruct in Pennsylvania, as required by the [English Fluency in Higher Education Act of 1990](#).

## *Evaluation and Certification of English Fluency for Instructors*

Graduate students are required to have a certain level of fluency in English before they can instruct in Pennsylvania, as required by the [English Fluency in Higher Education Act of 1990](#). For more information about requirements, see the “Evaluation & Certification of English Fluency for Instructors” section in the University Policies of this handbook.

### Prospectus

All Ph.D. students are required to prepare a thesis prospectus (also known as a proposal) within four semesters following the successful completion of the Ph.D. Qualifying Examination. This time clock begins with the semester following the Qualifying Examination. If a student leaves for a semester to return to industry, this four-semester clock is stopped. The Ph.D. prospectus clock stops when the student leaves and resumes at the start of the semester when the student returns. Students who have not met their Ph.D. prospectus requirement within the four-semester time limit must discuss a revised timeline with their advisor prior to the semester’s Graduate Progress Review faculty meeting.

Regarding time clocks, it is important to note the following:

- A calendar year has three semesters: spring, summer, and fall.
- While the prospectus clock may stop during an industry internship, the time clock for the overall Ph.D. program does not stop.

### Prospectus Description

The prospectus is both 1.) an informal written description of the problem to be investigated and the expected accomplishments of that investigation; and 2.) an oral presentation to the Prospectus Committee for its review and recommendations. Both prospectus requirements must be completed at least one semester prior to the final defense.

### Prospectus Format

The Ph.D. prospectus write up should be no more than 25 double-spaced pages in length, although prospectuses that are on the order of five to ten pages are encouraged. The prospectus should include the following:

- An explanation of the basic idea of the dissertation topic;
- An explanation as to why this topic is interesting;
- A statement as to what kind of results are expected, and;
- A convincing argument as to why these results are attainable in a reasonable amount of time

Furthermore, the prospectus should not be:

- A summary or abstract of the dissertation;
- The first chapter or part of the dissertation;
- A technical report;
- A survey of the field, or;
- An annotated bibliography



Students should discuss the presentation format of their prospectus with their faculty advisor. Typically, a student is expected to provide a 45- to 60-minute presentation on his/her prospectus, and then participate in a question-and-answer-based discussion with his/her committee.

### Prospectus Committee

The Prospectus Committee consists of at least four members, including the student's faculty advisor. At least two members of this committee must be ECE faculty and at least one member must be from outside the department. Faculty members from other departments who hold courtesy appointments in ECE are considered to be “inside” the department. Faculty members who hold an adjunct appointment are considered to be “outside” members. All committee members must hold a doctoral degree.

All four committee members must actively participate in both the prospectus meeting and defense and at least three committee members must be physically present. It is desirable to have all committee members participate in person; however, a student is allowed to have one committee member of four participate by teleconferencing. Any deviation from this teleconferencing policy is exceptional and additional information must be provided on the Prospectus form. Because of the nature of the ICTI dual-degree program, teleconferencing requests by ICTI students will be approved by default.

It is expected that any committee members participating remotely will have full audio and visual access to the presentation via teleconferencing equipment. It is the responsibility of the student to provide teleconferencing access to committee members participating remotely. Students can email [help@ece.cmu.edu](mailto:help@ece.cmu.edu) for assistance in setting up teleconferencing equipment.

### Prospectus Procedure

Once the date, time and place of the prospectus have been confirmed, the student should email the completed [Prospectus Declaration form](#) to the Academic Affairs Office at least one week before the presentation. An electronic copy of the proposal paper should be submitted to the Ph.D. Academic Program Advisor on or after the presentation date.

Students will be notified by the Academic Affairs Office of the approval of their committee. Once the committee has been approved, the student will meet with his or her committee to present the prospectus to them. To encourage open and frank dialogue, this presentation is attended only by the student, the committee, and any other interested ECE faculty members. Other attendees must be approved by the committee chair.

The outcome of this meeting will be either that the prospectus is accepted or not accepted. If the prospectus is not accepted, the student will be asked to revise it and meet again with the committee for approval. If the prospectus is accepted, then students should continue to move forward with his or her thesis.

### Milestone Review

Upon completion of the prospectus proposal, students should make an appointment to meet with the Ph.D. Academic Program Advisor to review the fulfillment of Course and Breadth Area requirements, as well as Teaching Internship (TI) requirements. Provided that the student has

satisfied the aforementioned program milestones, he/she may be informed of their eligibility for All But Dissertation (ABD) status.

## All But Dissertation Status

Once a student has completed all program requirements, with the exception of the thesis and defense, the student is required to go on All But Dissertation (ABD) status. Two ABD options are available to students:

- ABD in Residence (ABD): students continue enrolling for 36 units each semester and will continue to receive stipend support.
- ABD in Absentia (ABS): students stop enrolling at CMU and no longer receive tuition or stipend support. The student will be responsible for paying the technology fee each semester he/she is ABS. When the student is ready to come back and defend, he/she will notify the Academic Affairs Office, which will work with the student to re-enroll him or her in ECE. The student will be responsible for registering for and paying for 5 units of *18990 Reading and Research* as well as all fees. Please note that international students may face additional constraints before going ABS and should consult with the Academic Affairs Office to obtain more information.

The full university [Policy for Doctoral Status](#) is a series of policies that set forth a definition of All But Dissertation (ABD), time limits on doctoral candidacy status, a definition of *in residence* and *in absentia* status for ABD candidates and the tuition charged for candidates in each status.

The ABD status agreement form and ABD status change form can be found on The HUB's [Forms & Guides website](#) under the 'Student Records' section.

## Ph.D. Dissertation

Once the Ph.D. thesis is written, the student must submit the [Defense Declaration form](#) to the Academic Affairs Office at least two weeks before the student's defense date. The Thesis Committee is usually the same as the Prospectus Committee. If there is any change in the committee, the student must submit a biographical description of any new committee member from outside Carnegie Mellon for approval. Additionally, students are expected to adhere to Carnegie Institute of Technology (CIT) guidelines on providing defense committees with a copy of the thesis prior to the defense. CIT recommends that students provide their committee with a copy of the thesis at least 1.5 months prior to the defense.

The oral defense is a public examination open to all members of the Carnegie Mellon community. All the members of the student's Prospectus Committee must actively participate in the defense meeting. It is desirable to have all committee members participate in person; however, a student is allowed to have one committee member participate remotely by teleconferencing. Any deviation from this teleconferencing policy must be requested via the Defense Declaration Form. Due to the nature of the ICTI dual-degree program, teleconferencing requests by ICTI students will be approved by default.

It is expected that any committee members participating remotely will have full audio and visual access to the presentation via teleconferencing equipment. It is the responsibility of the student

to provide teleconferencing access to committee members participating remotely. Students can email [help@ece.cmu.edu](mailto:help@ece.cmu.edu) for assistance in setting up teleconferencing equipment.

In addition to these ECE requirements, CIT has its own requirements pertaining to the [thesis and defense process](#). This site includes instructions for the document standards and format. Students should pay particular attention to the format of the thesis title page and the required content of the acknowledgements section.

Per CIT requirements, all defenses should be completed at least two weeks prior to the final grade deadline of a given semester. Doing so should grant students sufficient time to make necessary revisions and complete all post-defense paperwork prior to the end of the semester. Any deviation from this timeline is discouraged and may hinder a student's ability to graduate on time. Such deviation from the cited timeline may be subject to additional departmental approval and should be discussed with the Academic Affairs Office well in advance of the planned defense.

Please note: Students who **do not** successfully complete the dissertation, defense, and all defense-related paperwork prior to the final grades deadline of a given semester may be required to register for the following semester, and thus the faculty advisor will be responsible for supporting the student for an additional semester with tuition and stipend.

After the defense, the Academic Affairs Office will review additional paperwork that will need to be completed prior to a student's degree certification with the student.

## Departmental Progress Reviews

All students working towards a Ph.D. degree must regularly demonstrate progress towards meeting the ECE Ph.D. requirements by completing a Graduate Progress Review Statement each fall and spring semester.

In this statement, the student must describe his or her:

- Activities as a graduate student researcher;
- Research goals and achievements;
- Activities as a member of the ECE community;
- Courses taken since enrollment as a graduate student in ECE, and;
- Plans for the following semester

These statements are typically due during the first week of November (fall semester) and April (spring semester). Students are encouraged to discuss the completed statement with their advisor.

Students who have passed the qualifying exam will also be asked to create a single-slide summary of his or her progress towards the ECE Ph.D. degree.

The Graduate Progress Review Statement and slide summary inform faculty discussions during each semester's Graduate Progress Review meeting. The outcome of this review is a grade that characterizes the student's progress towards the Ph.D.: satisfactory ("S") and unsatisfactory or not passing ("N"). Students who receive an "N" grade for the first time must meet with their advisor and define a course of action to achieve a satisfactory grade in the next semester.

Students who continue to make inadequate progress towards the ECE Ph.D. may be subject to dismissal.

Ph.D. students do not receive a letter grade for their research each semester with one exception: students will receive a letter grade in their final semester as a graduate student in the ECE Department or prior to receiving an MS degree on the way to the Ph.D.

All students who have passed the qualifying exam will receive a letter from their faculty advisor each fall and spring semester summarizing their progress and offering suggestions for improvement or continued success. This letter is typically distributed by the final grade deadline of the fall and spring semesters.

### Internships Course Option

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

ECE will enroll all students who are pursuing an internship for a 3-unit credit bearing internship course (18-996, 18-997, & 19-998) Internship for Electrical and Computer Engineering Graduate Students), which can each be taken once each throughout the student's ECE Ph.D. degree program of study. This internship will appear on a student's transcript. Ph.D. students typically are not charged summer tuition, including the Internship course. However, in the event that a student takes another summer class, summer tuition may be assessed for the summer internship course as well. Please contact your academic advisor and reference CIT's current [cost of attendance website](#). The work for the internship must be appropriate to the goals of the academic program and units can be applied toward the Ph.D. Course Requirement.

Eligible international students who are interested in pursuing off-campus internships must meet with departmental and OIE representatives. For additional information, please refer to OIE's website on [Employment Options](#) for international students. Academic and OIE advisors will provide students with information about CPT during the spring semester.

## POST-MATRICULATION GUIDELINES

### Return of University Property

ECE students must return all borrowed ECE and university materials—such as software, manuals, library books/materials, or any other Carnegie Mellon University property—prior to their departure from the program.

### Career Services Employment Outcomes

ECE students are asked to complete and return a survey for Career Services updating CMU on their employment outcomes after graduation. Information about the survey is communicated in the students' final semester.

## “Grandfather” Clause

When policies are changed, it is because the department believes the new rules offer an improvement; any such changes will be communicated to students. In case degree requirements are changed and certain courses are no longer offered, the department will try to find some compromise that allows those students to satisfy the original requirements.

## TUITION, FEES, FINANCES, AND FINANCIAL SUPPORT

### Purchasing & Reimbursements

At ECE, most purchasing actions, including airline tickets, are conducted by administrative departmental employees rather than a central purchasing authority. Buyers are encouraged to purchase goods and services from the administrative coordinators and not use their own funds. If you use your own funds and they charge tax, you will not be reimbursed for the tax applied to the purchase. All purchases including travel which are done on CMU’s behalf need to have the direct approval of the faculty member or PI of the project.

The preferred method of making travel arrangements is through one of the university’s preferred travel agencies with which the administrative coordinator can provide assistance. By purchasing the tickets through these agencies, the cost of the tickets is charged directly to the university instead of the student or employee paying the cost personally and needing to be reimbursed. The administrative coordinators also will complete a reimbursement for any items or travel accrued.

Please keep in mind that you must provide transaction-supporting documentation in accordance with Carnegie Mellon requirements and government policies on reimbursements. Expense reports must be submitted within 90 days after completing the travel or incurring the expense, otherwise, the reimbursement will be treated as taxable income to the individual. Please see the administrative coordinator to arrange for travel and purchasing, as well as reimbursements.

All purchases of goods, services, and equipment using University funds by charging directly to an account string, including restricted accounts and research grants and contracts, should be made at the direction of a CMU faculty or staff member. Only certain department staff members are able to confirm an order with an outside vendor. Please plan ahead. Rush orders for pick-up or delivery and orders of over \$1,000 are difficult to accommodate.

Basic office supplies are purchased by the Administrative Coordinators for general use by ECE students, faculty, and staff. Teaching Assistants should speak to an Academic Services Assistant for research- and teaching-related supplies.

Questions should be directed to the [ECE Finance Office](#), located in HH 1110. Please visit [CMU’s Procurement Services website](#) for more information.

## Graduate Student Reimbursement Policy

### Business Expenses

As an educational institution, CMU is exempt from Pennsylvania state sales tax. Whenever possible, business purchases should be made by your faculty advisor's Administrative Coordinator or by another faculty or staff member with a tax-exempt purchasing card.

If it is necessary to make a purchase using personal funds, legitimate business expenses can be reimbursed by the department. Your faculty advisor's Administrative Coordinator will help you claim reimbursement provided you have the following:

- Receipt indicating item purchased and proof of payment
- Business purpose for purchasing item
- Account to be charged for reimbursement
- Faculty or staff approval

Please consult with the appropriate Administrative Coordinator prior to incurring the expense for additional instruction. Software purchases in particular should only be made after consulting with a departmental staff member, as the purchase will often require approval from the University Contracts office due to the popularity of Click-Through Agreements ("CTA"). If personal funds are used to make a business purchase requiring a CTA without prior approval from Contracts, it is possible that the expense in question will not be reimbursable.

### Travel Expenses

If agreed on in advance with your advisor or with another departmental staff member, legitimate travel expenses can be reimbursed by the department. Your advisor's Administrative Coordinator will help you claim reimbursement once you provide the following:

- Hotel receipts must show a zero balance with proof of payment and your name
- Receipts for meals must be collected, unless you claim per diem meals; both daily meals and per diem meals cannot be claimed for the same travel expense report. Current per diem rates can be verified on [the GSA website](#).
- Personal car mileage for business purposes; standard mileage reimbursement rates for gas/fuel but not tolls
- Business purpose for travel
- A program or agenda, when available
- Account to be charged for reimbursement
- Approval by an ECE faculty or staff member

### Conditions

Tax will be reimbursed for expenses incurred due to normal business related travel (hotel, airfare, meals) but **not** for miscellaneous expenses, such as the purchase of a replacement mouse for a department laptop, poster board for a presentation, etc., purchased while traveling or preparing for travel. These items should have been purchased through a department approved buyer thus not incurring tax expense.

## Academic Year Tuition & Stipend

Research assistantships are provided by research projects which are funded by government agencies, private industries, and consortia. Students who are research assistants will be expected to conduct appropriate research under the direction and guidance of their faculty advisor(s). Tuition and stipend support is renewable based on a student's acceptable performance in course work and research and the faculty advisor's funding availability.

In most situations, as long as the student is in good academic standing (with regard to grade average, progress in the program, and length of time in the program), full tuition remission will be given.

For the academic year 2020-2021, this tuition is valued at approximately \$45,300. Students are responsible for the costs of purchasing their own books and miscellaneous supplies. A listing of estimated **cost of attendance** is provided for student use, with tuition increasing approximately 3% per academic year to account for inflation. Total charges for a period of attendance and estimated schedule of total charges for entire educational program can be found at the following website: <https://www.cmu.edu/sfs/tuition/graduate/cit.html>

Unless noted otherwise, stipend payments will be disbursed twice a month (semi-monthly) following the academic year cycle (August 16<sup>th</sup> through August 15<sup>th</sup> each year). Payment occurs once in the middle of the month and once on the last working weekday of the month. Exact pay dates are available on the **CMUWorks Payroll Resources website** (see Graduate Student - Semi-Monthly - Pay Date).

The monthly stipend amount for all Pittsburgh Ph.D. students is equal to \$3,000 for the 2020-2021 academic year.

Stipend amounts are reviewed each year and augmented according to increases in cost of living. Such increases will be communicated to students in the spring semester prior to the following academic year.

## Summer Semester Tuition & Stipend

Students supported by the ECE department are expected to continue working over the summer in some capacity, either via research on campus or through an off-campus internship. Students will continue to be compensated at the same stipend rate paid during the academic year if they are working on campus. Stipend payments will be suspended if the student is doing an off-campus internship or has failed to register for the summer semester.

Tuition is not assessed during the summer semester if the student is registered for *18990 Reading and Research*. Registration for other courses may trigger a tuition charge for which the student will be responsible to pay unless prior arrangements have been made with the student's faculty advisor. It is the student's responsibility to understand the financial repercussions of his or her summer registration.

## Losing, Reducing, or Changing Funding

If a student is supported by the department through an external grant or contract, and this funding is lost, reduced, or changed, the advisor will notify the student accordingly. All efforts



will be made to facilitate the student's continuation in his/her degree program, if he or she is progressing satisfactorily in the program. Students who are not progressing satisfactorily may receive a dismissal letter. The dismissal process is outlined in the "Satisfactory Progress and Program Dismissal" of this handbook. More information about becoming self-supporting is contained in the following section.

## Self-Supporting Students

With few exceptions, almost all Ph.D. students in the ECE department are funded through the department or a third party entity. Students are typically not allowed to self-support. One exception to this requirement is that, occasionally, students who are in All But Dissertation (ABD) status must become self-supporting due to a change in an advisor's funding situation and/or because of other factors.

Per CIT's [In Residence Status for ABD Candidates policy](#) (under 'All but dissertation status' section):

"Under exceptional circumstances, ABD students who are self-supported, and who can demonstrate financial hardship, may petition the College through the departments for permission to register for 5 units of thesis research per semester." The exceptional circumstances for such approval include:

- Self-supporting with demonstrated financial hardship
- At least three years of full time student status
- Good standing and progress towards a degree
- No more than two semesters of required work; ABD with In Residence status and 5 units of tuition per term will not be allowed for more than two semesters of work, where a summer is considered to be one semester."

Students should submit a fully-endorsed [self-supporting application](#) to the Academic Affairs Office prior to the 10<sup>th</sup> day of class in the semester in which they are becoming self-supporting.

If the student has not completed the degree program after two self-supporting semesters, and no additional funding from the faculty advisor is available, the student will have the option of going ABD in absentia, taking a leave of absence, or withdrawing from the ECE Ph.D. program.

## Fees

ECE will pay for each student's technology fee as long as the student is enrolled as a full-time student or is under All But Dissertation in Residence (ABD) status. If a student moves into ABS absentia status, the student will be responsible for paying for the technology fee each semester while under absentia status, including the semester in which the student returns to defend his/her dissertation. **When a student returns from ABD in absentia to defend, he or she will be responsible for paying for all fees and tuition assessed.**

Students are responsible for paying the Student Activities Fee, the PAT Transit Fee, and for health insurance. Students are encouraged to check their SIO regularly to ensure that all outstanding balances are addressed. Many students pay for their Carnegie Mellon health insurance and other charges [directly from their stipend](#).



The technology fee and tuition are paid over eighteen monthly installments (August 16<sup>th</sup> -May 15<sup>th</sup>). The process decreases the student account balance incrementally over the academic year such that the tuition balance reaches zero in the middle of May.

## Taxes

The deadline for local, state, and federal taxes is April 15. You can obtain tax forms in the mail, at the post office, or at the Carnegie Library. Questions about your tax status should be addressed to the IRSTeleTax at 412-261-1040, or the Pennsylvania Department of Revenue at 412-565-7540. Although subject to federal taxes, student stipends are generally not assessed local or state taxes.

## Conference & Travel Funding

As a department, ECE does not provide centralized travel or conference funding. However, students are encouraged to talk to their faculty advisor(s) about travel or conference funding. The Office of the Assistant Vice Provost for Graduate Education does provide some conference funding via an application process. Conference funding is provided by GSA and the Provost's Office for students, student work groups, or groups to attend a conference, whether as a participant or as a presenter. Students can find more information about the application process and deadlines at [www.cmu.edu/graduate](http://www.cmu.edu/graduate).

## Additional Sources for Financial Support

### University Financial Aid

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

### Emergency Loans

The Office of the Dean of Student Affairs offers short-term emergency loans for supplies, medication, food or other unexpected circumstances. The loans are interest-free and for short periods of time (not longer than a month). Graduate students who find themselves in need of immediate funds for emergency situations should contact the [Office of the Dean of Student Affairs](#) to inquire about an Emergency Student Loan (see Appendix A).

### Fellowships

Students who are interested in applying for external fellowships should see their advisor or check the online information provided by the [Office of Scholarships and Fellowships website](#). The website is an excellent resource for locating an abundance of information regarding available funding for students.

Additionally, fellowship opportunities will be announced periodically over the course of the academic year by the department. While students can apply directly to some of these fellowships, most require an internal competition to identify top students for nomination. Students are encouraged to monitor the [ECE Fellowship Opportunities website](#) for active fellowships.

## GuSH Funding

[GuSH Research Funding](#) is a source of small research grant funds provided by GSA and the Provost's Office and managed by the Office of the Assistant Vice Provost for Graduate Education.

## Teaching Assistantships

Once an ECE Ph.D. student has completed the two required [Teaching Internships](#) (TIs), he or she can continue to teaching assistant for courses for hourly pay instead of receiving academic credit. Students must fill out the [teaching assistant application](#) to formally be matched to a course.

Graduate students are required to have a certain level of fluency in English before they can instruct in Pennsylvania, as required by the [English Fluency in Higher Education Act of 1990](#). For more information about requirements, see [Evaluation & Certification of English Fluency for Instructors](#) in the University Policies of this handbook.

## Payroll

Other questions concerning payment options should be addressed to the [ECE Finance Office](#) in HH 1110.

## Employment with ECE Department

Eligible international students who qualify for pre- or post-completion Optional Practical Training (OPT) work authorization should note that the ECE department (as an employer) does not offer unpaid positions for OPT work authorization. While off-campus employment or volunteer opportunities under OPT work authorization do not have to be paid positions, ECE will only offer paid positions to eligible students.

## Outside Employment

ECE follows [CIT guidelines on outside employment](#) (under 'Graduate Student Consulting'). Full-time students in ECE are expected to devote their full-time to research, teaching, and coursework per the compensation students are receiving via the stipend during the academic year.

Occasionally, there are employment opportunities offered to students that will enrich their research, coursework, and teaching. In these situations, students should consult with their faculty advisor regarding the opportunity and how it may impact their academic progress. Prior to accepting a position, students must receive written permission from both the faculty advisor and academic program advisor. Full-time students will be expected to keep up with their full-time research commitments even while employed outside of CMU. Students may consider taking a leave of absence to pursue full-time employment; however, this should be discussed with the student's advisor(s) and the Academic Affairs Office prior to the student deciding to take a leave.

Please note that international students have additional constraints on their eligibility to pursue employment outside of CMU. OIE provides additional information on [employment options](#) for international students on their website. International students are responsible for ensuring that their work authorization is valid and up to date.

## CAREER SERVICES

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

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

### Career Consultants

ECE has assigned career consultants who provide guidance through one-on-one appointments. Students in Pittsburgh can meet with career consultants [Marcie Foy](#) and [Lindsay Pelz Luciano](#). Appointments with Marcie and Lindsay can be made through [Handshake](#). They will each also hold open office hours, which will be communicated at the beginning of each semester.

### Job Search Guidelines

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

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

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

### Job Classification and Salary Disclosure

The job classification(s) the ECE MS and PhD programs prepares its graduates for can be accessed online via [CMU Box](#).

## UNIVERSITY POLICIES

### Academic Integrity

Students at Carnegie Mellon are engaged in intellectual activity consistent with the highest standards of the academy. The relationship between students and instructors and their shared commitment to overarching standards of respect, honor and transparency determine the

integrity of our community of scholars. The actions of our students, faculty and staff are a representation of our university community and of the professional and personal communities that we lead. Therefore, a deep and abiding commitment to academic integrity is fundamental to a Carnegie Mellon education. For more information on these standards, please visit the link below: <http://www.cmu.edu/policies/student-and-student-life/academic-integrity.html>

### Assistance for Individuals with Disabilities

Students with disabilities are encouraged to self-identify with [Office of Disability Resources](#) by contacting [Catherine Getchell](#), 412-268-6121, to access the services available at the University.

### Evaluation & Certification of English Fluency for Instructors

Graduate students are required to have a certain level of fluency in English before they can instruct in Pennsylvania, as required by the [English Fluency in Higher Education Act of 1990](#). Teaching Assistant English Fluency is managed through the International Teaching Assistant testing process administered by CMU's Intercultural Communication Center. For details please visit the links below:

- <http://www.cmu.edu/policies/faculty/evaluation-certification-english-fluency-instructors.html>
- <http://www.cmu.edu/icc/>

### Leave of Absence & Withdrawal Policies

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

International students should consult with the Office of International Education (OIE) prior to taking a leave of absence or withdraw from their program.

Further information about Carnegie Mellon’s policy on student leave is available at the following link: <http://www.cmu.edu/policies/student-and-student-life/student-leave.html>

Students who would like to take a leave of absence or withdraw must complete the appropriate form at the following link: <http://www.cmu.edu/hub/forms.html>

Please see “Preparing an Academic Plan” section (under Administrative and Program Policies) of this handbook for ECE’s policy on leave of absence and withdrawals.

### Tuition Refund Policy

If an ECE student withdraws or takes a leave of absence, the HUB will determine if a student should receive a tuition refund, as this is governed by CMU policy (not ECE). Additional

information is available at the following link:

<https://www.cmu.edu/sfs/tuition/adjustment/index.html>.

## Returning to Carnegie Mellon

When a student plans to return to CMU after a leave of absence, he/she must complete the [Petition for Return from Leave of Absence form](#) at least one month prior to the start of the semester. We recommend doing so prior to the registration period for the upcoming semester (for Fall, April and for Spring, November). The student must also meet any conditions that were set by ECE or the university at the time of leave was granted. Further information about Carnegie Mellon's policy on student return is available at the following link: <https://www.cmu.edu/hub/registrar/leaves-and-withdrawals/index.html>.

## Retention of Student Records

Carnegie Mellon University has an official policy on the retention of student records. Please visit this website for the University's policy: <https://www.cmu.edu/es/docs/record-retention-policy.pdf>.

## Safeguarding Educational Equity – Sexual Harassment and Sexual Assault Policy

The University prohibits sex-based discrimination, sexual harassment, sexual assault, dating/domestic violence and stalking. The University also prohibits retaliation against individuals who bring forward such concerns or allegations in good faith. The University's Sexual Misconduct Policy is available at <https://www.cmu.edu/policies/administrative-and-governance/sexual-misconduct/index.html>. The University's Policy Against Retaliation is available at <https://www.cmu.edu/policies/administrative-and-governance/whistleblower.html>. If you have been impacted by any of these issues, you are encouraged to make contact with any of the following resources:

- Office of Title IX Initiatives, <https://www.cmu.edu/title-ix/> 412-268-7125, [tix@cmu.edu](mailto:tix@cmu.edu)
- University Police, 412-268-2323

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

## Suspension/Required Withdrawal Policy

University suspension is a forced, temporary leave from the university. A student may be suspended for academic, disciplinary, or administrative reasons. Additional information is available at the following link: <http://www.cmu.edu/policies/student-and-student-life/suspension-required-withdrawal-policy.html>

## Withdrawal of a Degree

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

## University Grievances

Students are encouraged to discuss any concerns or grievances informally within ECE. If a student is not satisfied with the results of informal discussion or formal appeal at the department level, he or she may follow the guidelines on Graduate Student Appeal and Grievance Procedures. Students are likewise encouraged to speak directly to their graduate student's representatives and to the president of the Graduate Student Assembly (GSA). The complete reference to this policy is available at: <http://www.cmu.edu/graduate/policies/appeal-grievance-procedures.html>

## Student Maternity Accommodation Protocol

Female students seeking Maternity Accommodations should visit the following link from the Graduate Education's website: <http://www.cmu.edu/graduate/programs-services/maternity-accommodation-protocol.html>

## Verification of Employment

Carnegie Mellon University employees or former employees are required to use [Employee/Former Employee Request Form for Verification of Employment](#) to request employment verification. Vendors, such as mortgage companies, may continue to use standard formats with a signed authorization. Please contact the CMUWorks Service Center at [cmu-works@andrew.cmu.edu](mailto:cmu-works@andrew.cmu.edu) with questions.

# Appendix A

2020-2021

## Highlighted University Resources for Graduate Students and The WORD, Student Handbook

### Key Offices for Graduate Student Support

#### Graduate Education Office

[www.cmu.edu/graduate](http://www.cmu.edu/graduate); [grad-ed@cmu.edu](mailto:grad-ed@cmu.edu)

The Graduate Education Office provides central support for all Master's and Doctoral students with a focus on their academic experience at Carnegie Mellon. The Graduate Education Office serves as a hub for connecting graduate students to relevant campus experts and resources to support their academic success, understanding of university level policies and practices, and to assist them in advancing their personal and professional development.

Examples of resources offered through the Graduate Education Office include, but are not limited to:

- Website with university resources, contact information for CMU programs and services, calendar of events related to graduate students
- Bi-monthly email to all graduate students with information on activities, resources, and opportunities
- Professional Development Seminars and Workshops
- GSA/Provost Conference Funding Grants
- GSA/Provost Small Research Grants (GuSH)
- Consultations on issues related to the graduate student experience

The Graduate Education Office also works with the colleges and departments by informing and assisting in developing policy and procedures relevant to graduate students and working with departments on issues related to graduate students. Additionally, we partner with many other offices and organizations, such as the Graduate Student Assembly, to support the holistic graduate student educational experience.

#### Office of the Dean of Students

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

The Office of the Dean of Students provides central leadership of the metacurricular experience at Carnegie Mellon including the coordination of student support. Vice President of Student Affairs and Dean of Students Gina Casalegno leads the Division of Student Affairs which includes the offices and departments listed below (not an exhaustive list).

Graduate students will find the enrollment information for [Domestic Partner Registration and](#)

**Maternity Accommodations** in the Office of the Dean of Students or on their **website**. This Office also manages the **Emergency Student Loan (ESLs)** process. Emergency Student Loans are made available through generous gifts of alumni and friends of the university. The Emergency Student Loan is an interest-free, emergency-based loan repayable to the university 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.

Additional resources for graduate students include **College Liaisons** and the **Student Support Resources** team. **College Liaisons** are senior members of the Division of Student Affairs who work with departments and colleges addressing student concerns across a wide range of issues. College Liaisons are identified on the student SIO page in the Important Contacts list. The Student Support Resources team offers an additional level of support for students who are navigating any of a wide range of life events. **Student Support Resources** staff members work in partnership with campus and community resources to provide coordination of care and support appropriate to each student's situation.

The Division of Student Affairs includes (not an exhaustive list):

- **Athletics, Physical Education and Recreation**
- **Career and Professional Development Center (CPDC)**
- **Center for Student Diversity and Inclusion**
- **Cohon University Center**
- **Counseling & Psychological Services (CaPS)**
- **Dining Services**
- **Office of Community Standards and Integrity (OCSI)**
- **Office of Student Leadership, Involvement, and Civic Engagement (SLICE)**
- **University Health Services (UHS)**
- **Wellness Initiatives**

### **Center for Student Diversity & Inclusion**

<https://www.cmu.edu/student-diversity/>

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

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



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

### **Assistance for Individuals with Disabilities**

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

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

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

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

[www.cmu.edu/teaching](http://www.cmu.edu/teaching)

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

### **Graduate Student Assembly**

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

The Graduate Student Assembly (GSA) is the branch of Carnegie Mellon Student Government that represents and advocates for the diverse interests of all graduate students at CMU. GSA is composed of representatives from the different graduate programs and departments who want to improve the graduate student experience at the different levels of the university. GSA

is funded by the Student Activities Fee from all graduate students. GSA passes legislation, allocates student activities funding, advocates for legislative action locally and in Washington D.C. on behalf of graduate student issues and needs, and otherwise acts on behalf of all graduate student interests. Our recent accomplishments are a testament to GSA making a difference. Steps to implementing the vision laid out by the strategic plan are laid out at the following link: <https://www.cmu.edu/stugov/gsa/About-the-GSA/Strategic-Plan.html>.

GSA offers an expanding suite of social programming on and off-campus to bring graduate students from different departments together and build a sense of community. GSA is the host of the Graduate Student Lounge on the 3<sup>rd</sup> floor of the Cohon University Center, which is a great place to study or meet up with friends. GSA also maintains a website of graduate student resources on and off-campus. Through GSA's continued funding for professional development and research conferences, the GSA/Provost Conference Funding Program and GSA/Provost GuSH Research Grants are able to run as managed by the Graduate Education Office. As we move forward, GSA will continue to rely on your feedback to improve the graduate student experience at CMU. Feel free to contact us at [gsa@cmu.edu](mailto:gsa@cmu.edu) to get involved, stop by our office in the Cohon University Center Room 304, or become a representative for your department.

### **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. The Office of International Education (OIE) is the liaison to the University for all non-immigrant students and scholars, as well the repository for study abroad opportunities and advisement. OIE provides many services including advising on personal, immigration, study abroad, academic, and social and acculturation issues; presenting programs of interest such as international career workshops, tax workshops, and cross-cultural and immigration workshops; international education and statistics on international students in the United States; posting pertinent information to students through email and the OIE website; and conducting orientation and pre-departure programs.

### **Veterans and Military Community**

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

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

### **Carnegie Mellon Ethics Hotline**

<https://www.cmu.edu/hr/resources/ethics-hotline.html>

The health, safety, and well-being of the university community are top priorities at Carnegie Mellon University. CMU provides a hotline that all members of the university community should use to confidentially report suspected unethical activity relating to areas below:

- Academic and Student Life
- Bias Reporting
- Environmental Health and Safety
- Financial Matters
- High-Risk Incident
- Human Resource Related
- Information Systems
- Research
- Threat of Business Interruption
- Threat of Violence or Physical Harm
- Title IX

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.**

### **Policy Against Retaliation**

It is the policy of Carnegie Mellon University to protect from retaliation any individual who makes a good faith report of a suspected violation of any applicable law or regulation, university Policy or procedure, any contractual obligation of the university, and any report made pursuant to the Carnegie Mellon University Code of Business Ethics and Conduct.

Additional details regarding the Policy Against Retaliation are available at <https://www.cmu.edu/policies/administrative-and-governance/whistleblower.html>

## **Key Offices for Academic & Research Support**

### **Computing and Information Resources**

[www.cmu.edu/computing](http://www.cmu.edu/computing)

Computing Services maintains and supports computing resources for the campus community, including the campus wired and wireless networks, printing, computer labs, file storage, email and software catalog. As members of this community, we are all responsible for the security of these shared resources. Be sure to review the Safe Computing (<https://www.cmu.edu/computing/safe/>) section and the University Computing Policy

(<https://www.cmu.edu/policies/information-technology/computing.html>)

Visit the Computing Services website (<https://www.cmu.edu/computing/>) to learn more. For assistance, the Computing Services Help Center is available at 412-268-4357 (HELP) or [it-help@cmu.edu](mailto:it-help@cmu.edu).

### **Student Academic Success Center**

<https://www.cmu.edu/student-success/>  
Student Academic Support Programs

### ***Tartan Scholars***

- The Tartan Scholars program was created to provide support for limited resourced students through an intentional first year undergraduate experience with the goals of enhancing the cohort’s skill and community building through a lens of self-authorship, growth mindset, and a sense of belonging. As part of the Student Academic Success Center, Tartan Scholars are invited to join the University and participate in summer initiatives and pre-orientation activities prior to their first year at the University.
- There are opportunities for graduate students to serve as accountability, learning, or development partners, workshop facilitators, and presenters. Contact Diane Hightower at [ddhight@andrew.cmu.edu](mailto:ddhight@andrew.cmu.edu) for more details.

### ***Learning Support***

- **Supplemental Instruction:** Supplemental Instruction (SI) is an academic support model that utilizes peer-assisted study sessions. The SI program provides regularly scheduled review sessions on course materials outside the classroom. SI is a non-remedial approach to learning as the program targets high-risk courses and is available in select courses based on data related to past student performance and feasibility.
- **Peer Tutoring:** Weekly Tutoring Appointments are offered in a one-on-one and small group format to students from any discipline who need assistance with a course that may not be supported by our other services. Weekly appointments give students the opportunity to interact regularly with the same tutor to facilitate deeper understanding of concepts. Students can register online through the Student Academic Success website.
- **Academic Coaching:** Academic Coaching provides holistic one-on-one peer support and group workshops to help students find and implement their conditions for success. We assist students in improving time management, productive habits, organization, stress management, and study skills. Students will request support through the Academic Success Center website and attend in-person meetings or meet using video and audio conferencing technology to provide all students with support.
- **“Just in Time” Workshops:** The Student Academic Success team is available to partner with instructors and departments to identify skills or concepts that would benefit from

supplemental offerings (workshops, boot camps) to support students' academic success and learning. We are eager to help convene and coordinate outside of the classroom skill-building opportunities that can be open to any student interested in building skill or reinforcing course concept mastery.

- **Study Partners:** Support for students to create and benefit from their own study groups. The Student Academic Success team assists students in forming and benefiting from peer study groups, whereby all students can reap the benefits of peer-to-peer learning, student agency, and collaboration skill development. Staff from the Student Academic Success Center will be made available to instructors and students to assist with the formation of peer-led study groups. This level of support is open to any course where the instructor requests or agrees such support is appropriate and students are interested in both leading and participating.

### ***Language and Cross-cultural Support***

More than 60% of graduate students at Carnegie Mellon are international students, and others are nonnative speakers of English who have attended high school or undergraduate programs in the US. Many of these students want to hone their language and cross-cultural skills for academic and professional success. Students can choose from sessions on

- how to give a strong presentation
- writing academic emails
- expectations and strategies for clear academic writing
- how to talk about yourself as a professional in the U.S.
- developing clearer pronunciation
- using accurate grammar
- building fluency, and more
- Students can make an appointment with a Language Development Specialist to get individualized coaching on language or cross-cultural issues.

The Student Academic Success Center is also charged with certifying the language of International Teaching Assistants (ITAs), ensuring that non-native English speakers have the language proficiency needed to succeed as teaching assistants in the Carnegie Mellon classroom. Students preparing to do an ITA Certification should plan to take classes offered by the language support team at the SASC from the beginning of their first semester. Start by contacting the language support team at the SASC website or attend a Language Support Orientation at the SASC or in your department.

### **University Libraries**

[www.library.cmu.edu](http://www.library.cmu.edu)

The University Libraries offers a wide range of information resources and services supporting graduate students in course-work, research, teaching, and publishing. The library licenses and purchases books, journals, media, and other needed materials in various formats. Library liaisons, consultants, and information specialists provide in-depth and professional assistance and advice in all-things information including locating and obtaining specific resources, providing specialized

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

### **Research at CMU**

[www.cmu.edu/research/index.shtml](http://www.cmu.edu/research/index.shtml)

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

### **Office of Research Integrity & Compliance**

[www.cmu.edu/research-compliance/index.html](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, and institutional animal care and use. ORIC also provides consultation, advice, and review of allegations of research misconduct.

## **Key Offices for Health, Wellness, and Safety**

### **Counseling & Psychological Services**

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

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

### **Health Services**

[www.cmu.edu/HealthServices/](http://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 and nurse visits. Fees for prescription medications, laboratory tests, diagnostic procedures, and referral to the emergency room or specialists are the student's responsibility and students should review the UHS website and their insurance plan for detailed information about the university health insurance requirement and fees.

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

### **Campus Wellness**

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

At Carnegie Mellon, we believe our individual and collective well-being is rooted in healthy connections to each other and to campus resources. The university provides a wide variety of wellness, mindfulness, and connectedness initiatives and resources designed to help students thrive inside and outside the classroom. 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. Sign up for the Be Well monthly newsletter via <https://bit.ly/BeWellNewsletter> or by contacting the Program Director for Student Affairs Wellness Initiatives, at [alusk@andrew.cmu.edu](mailto:alusk@andrew.cmu.edu).

### **Religious and Spiritual Life Initiatives (RSLI)**

[www.cmu.edu/student-affairs/spirituality](http://www.cmu.edu/student-affairs/spirituality)

Carnegie Mellon is committed to the holistic growth of our students, including creating opportunities for spiritual and religious practice and exploration. We have relationships with local houses of worship from various traditions and many of these groups are members of CMU's Council of Religious Advisors. We also offer programs and initiatives that cross traditional religious boundaries in order to increase knowledge of and appreciation for the full diversity of the worldview traditions. Our RSLI staff are here to support students across the spectrum of religious and spiritual practice and would be more than happy to help you make a connection into a community of faith during your time at CMU.

### **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 (entrance is on Filmore

Street). The department's services include police patrols and call response, criminal investigations, fixed officer and foot officer patrols, event security, and crime prevention and education programming as well as bicycle and laptop registration. Visit the department's website for additional information about the staff, emergency phone locations, crime prevention, lost and found, finger print services, and annual statistic reports.

Carnegie Mellon University publishes an annual campus security and fire safety report describing the university's security, alcohol and drug, sexual assault, and fire safety policies and containing statistics about the number and type of crimes committed on the campus and the number and cause of fires in campus residence facilities during the preceding three years. Graduate students can obtain a copy by contacting the University Police Department at 412-268-6232. The annual security and fire safety report is also available online at <https://www.cmu.edu/police/annualreports/>.

### **Shuttle and Escort Services**

Parking and Transportation coordinates the Shuttle Service and Escort Service provided for CMU students, faculty, and the community. The [Shuttle & Escort website](#) has full information about these services, stops, routes, tracking, and schedules.

### **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/>.

Carnegie Mellon Vision, Mission  
Statement of Assurance  
Carnegie Code

#### Academic Standards, Policies and Procedures

- Educational Goals
- Academic and Individual Freedom
- Statement on Academic Integrity Standards for Academic & Creative Life
- Assistance for Individuals with Disabilities
- Master's Student Statute of Limitations
- Conduct of Classes
- Copyright Policy



- Cross-college & University Registration
- Doctoral Student Status Policy
- Evaluation & Certification of English Fluency for Instructors
- Final Exams for Graduate Courses
- Grading Policies
- Intellectual Property Policy
- Privacy Rights of Students
- Student's Rights

#### Research

- Human Subjects in Research
- Office of Research Integrity & Compliance
- Office of Sponsored Programs
- Policy for Handling Alleged Misconduct of Research
- Policy on Restricted Research

#### Tax Status of Graduate Student Awards

#### Campus Resources & Opportunities

- Alumni Relations
- Assistance for Individuals with Disabilities
- Athletics, Physical Fitness & Recreation
- Carnegie Mellon ID Cards and Services
- Cohon University Center
- Copying, Printing & Mailing
- Division of Student Affairs
- Domestic Partner Registration
- Emergency Student Loan Program
- Gender Programs & Resources
- Health Services
- Dining Services
- The HUB Student Services Center
- ID Card Services
- Leonard Gelfand Center
- LGBTQ Resources
- Multicultural and Diversity Initiatives
- Opportunities for Involvement
- Parking and Transportation Services
- Shuttle and Escort Services
- Spiritual Development
- University Police
- Student Activities
- University Stores

## Community Standards, Policies, and Procedures

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

## **COVID-19 Related Updates**

**Pass/No Pass Policy** – In response to the ongoing COVID-19 pandemic, the Provost's Office and Senior Leadership have created a temporary modification to the grading policy for spring 2020. These changes are for the spring 2020 semester only and were made due to the impact of COVID-19. All undergraduate and graduate students are permitted to convert any spring 2020 semester-length or mini-4 course final grade to pass/no pass during the Special Pass/No Pass Election Period.

**Remote Courses** – Due to the COVID-19 pandemic, the policy permitting only one online class per semester is suspended for the 2020-2021 academic year. Students may register for classes that have both remote and in-person delivery modes.

**Program Changes** – Fall 2020 students are not required to elect their new program until after the semester begins.



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[www.ece.cmu.edu](http://www.ece.cmu.edu)

[@CMU\\_ECE](https://twitter.com/CMU_ECE)