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COMPUTATIONAL FINANCE MASTERS STUDENT HANDBOOK

This handbook provides a statement of academic policies and information useful to students of the Masters in Computational Finance program at Carnegie Mellon. A link to the web version of this document is available at http://mytepper.tepper.cmu.edu/sitecore/content/tepper/intranet/current-students/mscf-students/academic-information/mscf-student-handbook. Policies and protocols contained in the printed version may be superseded at any time by the web version of this document. Students will be notified of changes via email. No parts of this handbook may be reproduced or distributed without written permission from Richard Bryant, Executive Director, Computational Finance Program.

Certain sections of this document have been reproduced from the Carnegie Mellon Student Handbook, The Word. All questions regarding this publication or the University’s policies should be directed to the MSCF Academic Advisors. Students are responsible for knowledge of these policies.

UNIVERSITY POLICIES & EXPECTATIONS

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

The Word/Student Handbook:
www.cmu.edu/student-affairs/theword//index.html

Academic Integrity Website:
www.cmu.edu/academic-integrity

University Policies Website:
www.cmu.edu/policies/

Graduate Education Website:
http://www.cmu.edu/graduate/policies/index.html

Carnegie Mellon University does not discriminate in admission, employment, or administration of its programs or activities on the basis of race, color, national origin, sex, handicap or disability, age, sexual orientation, gender identity, religion, creed, ancestry, belief, veteran status, or genetic information. Furthermore, Carnegie Mellon University does not discriminate and is required not to discriminate in violation of federal, state, or local laws or executive orders. Inquiries concerning the application of and compliance with this statement should be directed to the vice president for campus affairs, Carnegie Mellon University, 5000 Forbes Avenue, Pittsburgh, PA 15213 or telephone 412-268-2056. The Statement of Assurance can also be found on-line at:

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ACADEMIC CALENDAR

This MSCF academic calendar is a modified version of the official Carnegie Mellon academic calendar and contains information specific to the MSCF program.

**Summer 2014**

<table>
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<th>Month</th>
<th>Day</th>
<th>Day of Week</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>28</td>
<td>Mon</td>
<td>First day of Math Prep</td>
</tr>
<tr>
<td>July</td>
<td>29</td>
<td>Tues</td>
<td>First day of Programming Prep</td>
</tr>
<tr>
<td>Aug</td>
<td>13</td>
<td>Wed</td>
<td>Math Prep Exam</td>
</tr>
<tr>
<td>Aug</td>
<td>14</td>
<td>Thurs</td>
<td>Programming Prep Exam</td>
</tr>
<tr>
<td>Aug</td>
<td>18-22</td>
<td>Mon-Fri</td>
<td>MSCF Orientation</td>
</tr>
</tbody>
</table>

**Fall 2014, Mini 1**

<table>
<thead>
<tr>
<th>Month</th>
<th>Day</th>
<th>Day of Week</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug</td>
<td>25</td>
<td>Mon</td>
<td>First Day of Mini 1</td>
</tr>
<tr>
<td>Sept</td>
<td>1</td>
<td>Mon</td>
<td>Labor Day/No Classes</td>
</tr>
<tr>
<td>Sept</td>
<td>8</td>
<td>Mon</td>
<td>All Deadlines for Mini 1 Courses</td>
</tr>
<tr>
<td>Oct</td>
<td>13</td>
<td>Mon</td>
<td>Last Day of Mini 1 Classes</td>
</tr>
<tr>
<td>Oct</td>
<td>14-19</td>
<td>Tues-Sun</td>
<td>Final Exams/Reading Day</td>
</tr>
<tr>
<td>Oct</td>
<td>20-21</td>
<td>Mon-Tues</td>
<td>COC Full-Time Recruiting at NYC Campus</td>
</tr>
<tr>
<td>Oct</td>
<td>20-22</td>
<td>Mon-Wed</td>
<td>Wall Street Trek</td>
</tr>
<tr>
<td>Oct</td>
<td>22</td>
<td>Wed</td>
<td>Mini 1 Grades due</td>
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</tbody>
</table>

**Fall 2014, Mini 2**

<table>
<thead>
<tr>
<th>Month</th>
<th>Day</th>
<th>Day of Week</th>
<th>Event</th>
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<tbody>
<tr>
<td>Oct</td>
<td>22</td>
<td>Wed</td>
<td>First Day of Mini 2</td>
</tr>
<tr>
<td>Oct</td>
<td>24</td>
<td>Fri</td>
<td>Boston Trek</td>
</tr>
<tr>
<td>Oct</td>
<td>31</td>
<td>Fri</td>
<td>Chicago Trek</td>
</tr>
<tr>
<td>Nov</td>
<td>6</td>
<td>Thurs</td>
<td>All Deadlines for Mini 2 Courses</td>
</tr>
<tr>
<td>Nov</td>
<td>26-28</td>
<td>Wed-Fri</td>
<td>Thanksgiving Break/No Classes</td>
</tr>
<tr>
<td>Dec</td>
<td>11</td>
<td>Thurs</td>
<td>Last Day of Mini 2</td>
</tr>
<tr>
<td>Dec</td>
<td>12-17</td>
<td>Fri-Wed</td>
<td>Final Exams/Reading Day</td>
</tr>
<tr>
<td>Dec</td>
<td>18</td>
<td>Thurs</td>
<td>Mini 2 Grades due</td>
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**Spring 2015, Mini 3**

<table>
<thead>
<tr>
<th>Month</th>
<th>Day</th>
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<th>Event</th>
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</thead>
<tbody>
<tr>
<td>Jan</td>
<td>12</td>
<td>Mon</td>
<td>First Day of Mini 3 and Spring 2015 Classes</td>
</tr>
<tr>
<td>Jan</td>
<td>16</td>
<td>Fri</td>
<td>Make-up day for classes not held on Monday, Jan. 19th</td>
</tr>
<tr>
<td>Jan</td>
<td>19</td>
<td>Mon</td>
<td>Martin Luther King Day/No Classes after 12:30</td>
</tr>
<tr>
<td>Jan</td>
<td>22</td>
<td>Thurs</td>
<td>All Deadlines for Mini 3 Courses</td>
</tr>
<tr>
<td>Feb</td>
<td>26</td>
<td>Thurs</td>
<td>Last Day of Mini 3 Classes</td>
</tr>
<tr>
<td>Feb/Mar</td>
<td>27-6</td>
<td>Fri-Fri</td>
<td>Final Exams/Reading Day</td>
</tr>
<tr>
<td>March</td>
<td>9-13</td>
<td>Mon-Fri</td>
<td>Spring Break</td>
</tr>
<tr>
<td>March</td>
<td>11</td>
<td>Wed</td>
<td>Mini 3 Grades due</td>
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</table>

**Spring 2015, Mini 4**

<table>
<thead>
<tr>
<th>Month</th>
<th>Day</th>
<th>Day of Week</th>
<th>Event</th>
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<tbody>
<tr>
<td>March</td>
<td>16</td>
<td>Wed</td>
<td>First Day of Mini 4 Classes</td>
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<tr>
<td>March</td>
<td>31</td>
<td>Tues</td>
<td>All Deadlines for Mini 4 Courses</td>
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<tr>
<td>April</td>
<td>30</td>
<td>Thurs</td>
<td>Last Day of Mini 4 and Spring 2015 Classes</td>
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<tr>
<td>May</td>
<td>1-8</td>
<td>Fri-Fri</td>
<td>Final Exams/Reading Day</td>
</tr>
<tr>
<td>May</td>
<td>14</td>
<td>Thurs</td>
<td>Mini 4 Grades due</td>
</tr>
<tr>
<td>May</td>
<td>16</td>
<td>Sat</td>
<td>Tepper School Graduation Ceremony 2:00 PM</td>
</tr>
<tr>
<td>May</td>
<td>17</td>
<td>Sun</td>
<td>CMU Main Graduation Ceremony</td>
</tr>
</tbody>
</table>

Fall 2015 Classes begin Mon, August 24th
SECTION 1: COURSE POLICIES AND REQUIREMENTS

1.1 MSCF Curriculum*

First Year Full-Time Students

Mini 1:
Financial Computing I, 46-901
Fixed Income, 46-956
MSCF Finance, 46-972
Presentations for Computational Finance, 46-971
Probability, 46-921

Mini 2:
Financial Computing II, 46-902
MSCF Deutsche Trading Competition, 46-980
Multi-Period Asset Pricing, 46-941
Options, 46-973
Statistical Inference, 46-923

Mini 3:
Financial Products and Markets, 46-974
Macroeconomics for Computational Finance, 46-975
Statistical and Machine Learning Methods for Financial Models, 46-926
Stochastic Calculus for Finance I, 46-944

Mini 4:
Financial Computing III, 46-903
Financial Time Series Analysis, 46-929
Simulations Methods for Option Pricing, 46-932
Stochastic Calculus for Finance II, 46-945

Second Year Full-Time Students

Mini 1:
Financial Optimization, 46-976
Studies in Financial Engineering, 46-977
Choose 2 of 3
Advanced Derivative Modeling, 46-915
Financial Economics for Computational Finance, 46-978
Statistical Arbitrage, 46-936

Mini 2:
Numerical Methods, 46-950
Risk Management I, 46-954
Choose 2 of 3:
Asset Management, 46-979
Financial Computing IV, 46-904
Risk Management II, 46-955

*Subject to change. Students will be notified of changes via email.
### First Year Part-Time/Online Students

**Mini 1:**
- Financial Computing I, 46-901
- MSCF Finance, 46-972
- Probability, 46-921

**Mini 2:**
- Financial Computing II, 46-902
- Statistical Inference, 46-923

**Mini 3:**
- Macroeconomics for Computational Finance, 46-975

**Mini 4:**
- Financial Computing III, 46-903
- Financial Time Series Analysis, 46-929

### Second Year Part-Time/Online Students

**Mini 1:**
- Fixed Income, 46-956
- Financial Optimization, 46-976

**Mini 2:**
- Multi-Period Asset Pricing, 46-941
- MSCF Deutsche Trading Competition, 46-980
- Options, 46-973

**Mini 3:**
- Financial Products and Markets, 46-974
- Stochastic Calculus for Finance I, 46-944

**Mini 4:**
- Simulation Methods in Option Pricing, 46-932
- Stochastic Calculus for Finance II, 46-945

### Third Year Part-Time/Online Students

**Mini 1:**
- Studies in Financial Engineering, 46-977
- Choose 1 of 3:
  - Financial Economics for Computational Finance, 46-978
  - Statistical Arbitrage, 46-936
  - Advanced Derivative Modeling, 46-915

**Mini 2:**
- Risk Management I, 46-954
- Asset Management, 46-979

**Mini 3:**
- Financial Computing IV, 46-904
- Presentations for Computational Finance, 46-971

**Mini 4:**
- Numerical Methods, 46-950
- Risk Management II, 46-955
1.2 MSCF Grades and Unit Requirements

Grade*      Quality Point Value
A+          4.33
A            4.00
A-           3.67
B+           3.33
B            3.00
B-           2.67
C+           2.33
C            2.00
C-           1.67
D+           1.33
D            1.00
R            0.00

Grades that do not affect Quality Point Average (QPA):
E            Exempt
I            Incomplete
O            Audit
W            Withdrawal
P            Pass
N            No Pass

MSCF degree candidates must complete 150 units of the MSCF courses (or approved substitutes) required for graduation at the time of matriculation with a cumulative QPA in those courses of 3.0 or higher. MSCF/MBA Dual degree candidates must maintain a cumulative QPA of at least 3.0 (a “B”) in all MSCF courses counting towards the 144 units required for the MSCF portion of the degree. MSCF certificate candidates must maintain a cumulative QPA of at least 3.0 (a “B”) in all courses counting towards the 36 units required for the certificate.

Each MSCF course is equal to 6 units (an exempt course equals 0 units, see section 1.5). Students earn credit and grade points only if they have both registered for and completed a course.

*This grading scale is for MSCF courses only. Dual students taking both MBA and MSCF courses will have a different grading scale for their MBA courses. The MBA grading scale can be found in the MBA Student Handbook, Section 2.3 at: http://mytepper.tepper.cmu.edu/sitecore/content/tepper/intranet/current-students/mba-students/Academic-Information/MBAStudentHandbook14-15

MSCF students taking non-MSCF courses will also have a different grading scale. The University grading standards can be found at: http://www.cmu.edu/policies/documents/Grades.html

1.3 Graduation Requirements

To graduate, students must:

1. Earn the total number of MSCF course credits (or approved substitutes) required for graduation at the time of matriculation with a cumulative QPA of 3.0 in those courses or higher (see Section 1.2).

2. Have no delinquent accounts at the HUB.
3. Have returned all materials borrowed from Carnegie Mellon University.

4. Have no University Disciplinary Committee or University Academic Review Board reviews outstanding.

5. Be recommended for the MSCF degree by a vote of the full-time faculty of the MSCF Steering Committee.

1.4 Completion Requirement

Full-time students must complete all requirements for the MSCF degree in three consecutive academic semesters. Part-time/online students must complete all requirements for the MSCF degree within three calendar years of their matriculation. Exceptions to this policy are possible only under a Leave of Absence (see Section 3.9) or as approved by the student’s Academic Advisor.

1.5 Exemptions

The MSCF program does not accept transfer credits. MSCF candidates may petition individual faculty members to exempt required courses. Students do not earn units or grade points for exemptions; the exemption grade is only recorded on the student’s unofficial transcript as “E;” but it is not recorded on the student’s official University transcript. An exemption is noted in the student’s folder and is counted toward the 150 units requirement of the degree. Students may exempt no more than 3 courses (18 units). The granting of the exemption is at the discretion of individual faculty members who will require evidence of appropriate course work, work experience or a demonstration of competency in either a written or oral examination. Exemptions need to be completed by the Add/Drop deadline for the Mini in which the course is offered as found on the Academic Calendar. Students may substitute exempted courses with relevant CMU courses, if available. A student must notify his/her Academic Advisor before substituting an exempted course with a relevant CMU course. A link to the MSCF exemption form can be found at: http://mytepper.tepper.cmu.edu/sitecore/content/tepper/intranet/current-students/mscf-students/academic-information/course-exemption.

SECTION 2: REGISTRATION AND ENROLLMENT

2.1 Course Registration

MSCF students do not register themselves for courses because the Tepper School does not participate in online registration. A student’s MSCF Academic Advisor registers student courses. A student may not deviate from the course schedule sequence without prior approval from his/her MSCF Academic Advisor, with final approval from the Executive Director, MSCF.

2.2 Course Load

**Full-Time Students**

The normal course load in the full-time program is 24 units per mini-semester (4 classes). In some minis, 30 units (5 classes) may be required. To be considered a full-time student and thus be eligible for loan deferment and financial aid, students must carry at least 36 units per semester (6 classes). Any student wanting to carry more than the normal full-time MSCF course load must secure permission from his/her Academic Advisor, with final approval from the Executive Director, MSCF.
Federal law requires foreign national students attending Carnegie Mellon on a student visa to be in residence and maintain “full-time” status, which, per the University, is defined as “a student who carries at least 36 units in a full semester.” Student visas, and thus “permits of stay” become void if students carry less than 36 units per semester. The exception is the final semester. Foreign National students must contact the Office of International Education (OIE) website and complete a reduced course load form in order to maintain visa status if they are below 36 units for their last full semester. For further information, visit the Office of International Education website at http://www.studentaffairs.cmu.edu/oie/.

**Part-Time/Online Students**
The normal course load in the part-time/online program is 12 units per mini-semester (2 classes). In some minis, 18 units (3 classes) may be required. Any student wanting to carry more than the normal part-time/online MSCF course load must secure permission from his/her Academic Advisor, with final approval from the Executive Director, MSCF.

**MSCF/MBA Dual Students**
The normal course load in the MSCF/MBA Dual degree program is 30 units per mini-semester (5 classes). Any student wanting to carry more than the normal Dual MSCF/MBA course load must secure permission from his/her Academic Advisor, with final approval from the Executive Director, MSCF.

**Certificate Student**
The normal course load in the certificate program is 6 units per mini-semester (1 class). In some minis, 12 units (2 classes) may be taken. Any student wanting to carry more than the normal Certificate course load must secure permission from his/her Academic Advisor. Certificate students can take a maximum of 2 additional MSCF courses, with final approval from the Executive Director, MSCF.

### 2.3 Course Schedules

The Computational Finance program reserves the right to withdraw any announced course or to make changes in the schedule of hours, units or instructional staff when such changes are deemed necessary or advisable. Students will be notified of changes via email.

### 2.4 Certification Process

The MSCF Academic Advisors complete an audit of the grades of all graduating students after final grades have been submitted for all courses. Following review of the audit, the MSCF Steering Committee votes to determine if each student has earned the degree. After the voting is complete, the MSCF Academic Advisors certify all graduates in the University system, after which diplomas will be ordered and mailed.

All graduating students must check their student accounts to confirm that their diploma mailing addresses are up to date. Diplomas will not be mailed to students who have not selected a diploma mailing address in their account.

### 2.5 Add/Drop Deadline

The add/drop deadline each mini is the date by which students must add or drop courses to their course schedules. A student cannot add or drop a course to his/her schedule after the add/drop deadline. If a student wishes to drop a course after the add/drop deadline, it is considered a withdrawal from the course (see Section 2.6). Dropping a course after the add/drop deadline also affects tuition (see Section 5.4).
2.6 Withdrawing from MSCF Courses

1. Withdrawal from course on or before the add/drop deadline: Withdrawals made in this time frame (a) do not require the faculty member’s approval, (b) do not appear on the student’s transcripts and (c) do not incur a tuition charge for the course (applicable only to part-time/online students).

2. Withdrawal from course after the add/drop deadline but before the last day of that class: Withdrawals made in this time frame (a) do require the faculty member’s approval, (b) do appear permanently on the student’s transcript as a “W” and (c) do incur the full tuition charge for the course.

3. Withdrawal from a course on the day of the last class or any time after the last class: Withdrawals made in this time frame are not permitted. Whether or not the student sits for the final or submits a final project, a grade based on his or her performance in the class will be assigned and will appear permanently on the student’s transcript. Full tuition will be assessed for the course.

2.7 Courses Taken Pass/Fail

Courses counting towards the units required for graduating must be taken for a grade. Courses not counting towards the units required for graduating may be taken for pass/no pass or audit. For pass/no pass grading, A+ through C- work will receive credit for units passed and be recorded as P on the student's academic record; below C- work will receive no credit and will be recorded as N on the student's academic record. P or N units will not be factored into the student's cumulative QPA.

2.8 Retaking Courses

Students may not retake for credit a course previously completed (withdrawing from a course does not equal completed). However, students may attend previously completed courses to gain additional knowledge of the material at the approval of the professor and if space permits. Schedule adjustments will not be made to accommodate such requests.

The only exception to this policy is for failed required courses. A failed course is shown on the student’s transcript as an “R.” Students must retake for credit any required courses they fail. Failing grades will appear on the student transcripts in addition to the new grade. Students retaking a failed course will be responsible for tuition for courses retaken. Students are only permitted two attempts to pass any required course.

2.9 Examination Procedures

For students taking exams on-campus, MSCF proctors will verify student’s identity in person. Online students can take exams with the on-campus students in Pittsburgh or New York (required if within a fifty-mile radius of the Pittsburgh or New York campus) or as administered by an outside exam proctor in the student’s location on the day and time set by the professor. Exam proctor duties entail receiving the exam, securing it until the designated exam period, verifying the student’s identity, monitoring the time and materials permitted, maintaining the integrity of the examination, and promptly returning the completed exam as instructed by the professor. Acceptable exam proctors for online students include a faculty member or program administrator at a local college, a college testing center, or a local learning center. The MSCF program reserves the right to verify
a proctor’s identity and/or require the selection of a different proctor.

2.10 Make-up Exam

All students enrolled in a course are expected to take exams simultaneously. A make-up exam will be given only in documented emergencies (e.g., a medical problem, accident) and only after obtaining permission from the professor. A doctor’s excuse is required for a student to miss an exam for illness or other medical problem. Work responsibilities, job interviews, recruiting/leisure travel and other personal plans are not sufficient cause to justify a make-up exam. Make-up exams may not be taken before the regularly scheduled exam unless the professor writes a different exam.

2.11 Incomplete Grades

Students must complete all course requirements on time; exceptions are determined solely by the professor, and a grade of “I” is assigned for incomplete courses. All incomplete courses must be completed; students are encouraged to resolve the incomplete grade as soon as possible. The faculty member has the discretion to establish a timeline for completion. Any incomplete grade not resolved within one year will become an “R” (a failing grade). An incomplete in a required course prevents the course from serving as a prerequisite for other courses. Students are responsible for monitoring the status of their grades and taking steps to remove incomplete grades from their academic records.

SECTION 3: ACADEMIC POLICIES

3.1 MSCF Governance

The MSCF program is the joint venture between the Dietrich College of Humanities and Social Sciences, the Heinz College, the Mellon College of Science, and the Tepper School of Business. The Tepper School of Business administers the program. The program is governed by the MSCF Steering Committee with ultimate oversight provided by the four deans of the four colleges participating in the joint venture and the provost of the University. The Steering Committee is composed of five individuals - an academic head from each of the participating colleges (who is responsible for the academic resources of that school into the program) and the MSCF Executive Director.

The MSCF Steering Committee is authorized to review a student for any academic or non-academic violation, including but not limited to, Academic Requirement violations, Academic Integrity violations, Tepper School of Business Statement of Conduct violations, Career Opportunities Center Code of Conduction violations, Computing Policy violations, and Community Standards violations. A MSCF Steering Committee review can result in penalties ranging from a warning to dismissal from the MSCF program.

3.2 MSCF Steering Committee Review Process

A student’s Academic Advisor will notify the student when he/she is subject to review and will explain the review process:

1. The student will write a letter to the MSCF Steering Committee explaining his/her situation within 7 calendar days of his/her being advised that s/he will be under review.

2. The Steering Committee will review the letter and other information and come to a decision.
3. The MSCF Executive Director and the student’s Academic Advisor will meet with the student to notify the student of the Steering Committee’s decision. In this meeting the student will be given a letter from the MSCF Executive Director detailing the Steering Committee’s decision.

4. The decision letter will outline the appeal process for the student to follow if he/she wishes to appeal the decision of the Steering Committee.

3.3 Conduct of Classes

1. Students are expected to adhere to the Tepper School of Business Statement of Conduct (see Section 6.2). Faculty should remind students at the beginning of the course and immediately prior to any exam of the student’s signed agreement with and adherence to the Statement of Conduct as set forth in the MSCF Student Handbook.

2. Students are expected to be present for all scheduled classes. * Learning to articulate and defend one’s ideas is critical to a successful career in the financial industry; being present to ask questions in class and to participate in class dialogue is a part of this learning process and is an important aspect of the MSCF program. Moreover, questions asked by the students can serve as important markers of how readily students are absorbing the material and whether an adjustment in the delivery of the material needs to be made. Professors can choose to require attendance and to make attendance a part of their criteria in establishing the grade. Faculty are expected to be alert to absenteeism detrimental to a student’s performance and to bring such cases to the attention of the student's Academic Advisor.

   *Online students are strongly encouraged to participate live for scheduled classes via the Vidyo software; attendance is mandatory for certain courses involving group or individual presentations.

3. Students are expected to attend class on time. Tardiness is disruptive to the entire class and is disrespectful of classmates and the faculty member. Consequences of tardiness are at the discretion of the professor. Professors may deny tardy students admission to the classroom.

4. Students are expected to complete the readings, case preparations and other assignments prior to each class session and be prepared to actively participate in class discussion. Consequences of late work are at the discretion of the professor.

5. Laptops and smartphones in the classroom should be used only as directed by the professor. Answering phones while class is in session is not permitted.

6. For team projects, faculty may allow students to form their own teams or may assign teams at his/her discretion.

7. Students who cannot attend class because of religious beliefs may arrange to be absent, provided the missed work is completed as designated by the professor.

8. Non-MSCF students often seek to take MSCF classes. The MSCF program recognizes that CMU students should receive as many benefits as the University can provide. However, our primary responsibility is to our MSCF students. In an effort to balance these two objectives, the MSCF program permits a limited number of non-MSCF students to enroll or
audit MSCF courses (dependent upon faculty permission and MSCF class size) and a limit on the number of MSCF courses they may take.

3.4 Academic Advising and Resources
The Academic Advisors for MSCF students are the Director, MSCF Pittsburgh, and the Director, MSCF New York. Students are also welcome to reach out to the MSCF faculty for additional support. Most courses have TA sessions or review sessions as well as office hours with a TA or faculty member. A student experiencing difficulty in a specific class should consult with his/her Academic Advisor, as well as the faculty member and/or the course’s Teaching Assistant (TA) to find out which class resources are available.

3.5 Program Status Change
Under certain circumstances students may switch from one program status to another (full-time, part-time, online). Requests should be made to the student’s Academic Advisor, with final approval from the MSCF Executive Director. Changes in program status can only be made at the beginning of a semester and cannot be reversed.

3.6 MSCF Campus Transfer
Students are expected to complete their studies at the campus to which they were granted admission. Exceptions may be granted for extenuating circumstances. Requests for a campus transfer should be made to a student’s Academic Advisor, with final approval from the MSCF Executive Director. Under certain circumstances and as approved by the MSCF Executive Director, online students may join the Pittsburgh or New York campus at the beginning of a semester. Campus transfers cannot be reversed.

3.7 Academic Requirements and Review Policy
The Computational Finance Steering Committee comprises, in part, faculty members from the Dietrich College of Humanities and Social Sciences, the Heinz College, the Mellon College of Science, and the Tepper School of Business. This committee monitors the academic performance of students enrolled in the MSCF program. In order to graduate, students must earn the total number of MSCF course credits (or approved substitutes) required for graduation at the time of matriculation with a cumulative QPA in those courses of 3.0 or higher. Due to the heavy dependence of later courses in the program on earlier courses, grades below a B- and a cumulative QPA falling below 3.0 in the first four mini-semesters for full-time student and certificate students or the first eight mini-semesters for part-time/online students are a cause for concern. To address this concern we have a warning process and review policy for students in these situations.

Warning Process
Grades are reviewed at the end of each mini to identify those students earning grades below B- and those with a cumulative QPA at or below 3.1. Full-time and certificate students who, at the end of any mini within the first three mini-semesters, and part-time/online students who, at the end of any mini within the first seven mini-semesters have a cumulative QPA at or below 3.1 will be sent an email reminding them of the 3.0 cumulative QPA requirement and Review Policy. Full-time and certificate students who, at the end of any mini within the first three mini-semesters, and part-time/online students who, at the end of any mini within the first seven mini-semesters, receive one or more grades below a B- will be sent an email reminding them of the Review Policy.
Review Policy
Full-time and certificate students who fail a course, and/or obtain three or more grades in the program below a B- by the end of mini 2, 3 or 4, and/or whose cumulative QPA is below 3.0 at the end of mini 2, 3 or 4 will be reviewed by the MSCF Steering Committee (see Section 3.2).

Part-time/online students who fail a course, and/or obtain three or more grades in the program below a B- by the end of mins 2 through 8, and/or whose cumulative QPA is below 3.0 at the end of minis 2 through 8 will be reviewed by the MSCF Steering Committee (see Section 3.2).

Students who are reviewed for not meeting these academic requirements may be dismissed from the program if, in the opinion of the Steering Committee, the grade(s) and the courses in which they were received indicate the student is ill-prepared for subsequent courses.

Full-time and certificate students will not be dismissed for grades below a B- in their final two mini-semesters unless such grades are a violation of earlier conditions imposed by the MSCF program and/or Steering Committee. Part-time/online students will not be dismissed for grades below a B- in their final four mini-semesters unless such grades are a violation of earlier conditions imposed by the MSCF program and/or Steering Committee.

Important factors in the Steering Committee considerations when reviewing students are whether the low grades indicate a deficiency in a particular area of knowledge on which subsequent courses critically depend, e.g., calculus, probability, programming and whether the low grades are a consequence of a pattern of behavior that calls into question the student's ability to function as a finance professional, e.g., late submission or non-submission of work, dishonesty, absenteeism. A student who is not dismissed may be subject to conditions imposed by the Steering Committee in order to continue in the program. Some but not all of the possible conditions are that the student take a leave of absence, receive tutoring, remediate deficiencies through formal course work and/or not receive further grades below B- to remain in the program.

3.8 Academic Actions
As defined by the University, an Academic Action is “an action by a program, unit or department based on a graduate student's academic performance or failure to satisfy academic program requirements.” When a student is reviewed by the MSCF Steering Committee for not meeting academic requirements (see Section 3.2 and Section 3.7), any action that the Steering Committee decides to take (such as requiring a Leave of Absence, or dismissing a student) is an Academic Action.

Students who choose to appeal the decision of the MSCF Steering Committee regarding an Academic Action must do so pursuant to the Carnegie Mellon University regulations for appealing Academic Actions as found at: [http://www.cmu.edu/graduate/policies/appeal-grievance-procedures.html](http://www.cmu.edu/graduate/policies/appeal-grievance-procedures.html)

3.9 Leave of Absence – Voluntary and Required

**Voluntary Leave of Absence**
Students may petition for a one-time Leave of Absence (LOA) effective up to two calendar years from the date of the LOA. To initiate the leave, a student must meet with his/her Academic Advisor to complete the necessary paperwork, including the MSCF LOA checklist, and the official University LOA form, which can be found on The HUB website at [http://www.cmu.edu/hub/forms.html](http://www.cmu.edu/hub/forms.html). Students attending the program on a visa should consult the Office of
International Education before processing a LOA. A student who wishes to return from LOA must notify his/her Academic Advisor of his/her plan to return at the beginning of the mini prior to the mini they wish to return. For example, a student planning to return for Spring 15, Mini 3 must notify the program of his/her plans to return by the beginning of Fall 14, Mini 2. Students are not permitted to attend classes or maintain employment as students at Carnegie Mellon while their leave is in effect. Student’s campus ID and email accounts are suspended during a Leave of Absence (email accounts can be maintained throughout the duration of an LOA for a fee of $75 per year).

**Required Academic-Related Leave of Absence**

As set forth in Section 3.7, “Academic Requirements and Review Policy,” students may be required to take a LOA as a result of poor academic performance. Conditions that must be satisfied in order to return from the LOA may be imposed. Possible conditions for readmission include retaking a particular class or taking remedial courses outside the MSCF curriculum. Provisions for return under an LOA will be communicated to the student via email and must be acknowledged and agreed upon by the student prior to the granting of the LOA. Students attending the program on a visa should consult the Office of International Education before processing a LOA. A student who wishes to return from LOA must notify his/her Academic Advisor of his/her plan to return at the beginning of the mini prior to the mini they wish to return. For example, a student planning to return for Spring 15, Mini 3 must notify the program of his/her plans to return by the beginning of Fall 14, Mini 2. An MSCF Academic Advisor will confirm with the student that all LOA provisions have been met prior to approving a return. After approval has been granted, students must complete a Return from Leave of Absence form, which can be found on The HUB website at [http://www.cmu.edu/hub/forms.html](http://www.cmu.edu/hub/forms.html). Students are not permitted to attend classes or maintain employment as students at Carnegie Mellon while their leave is in effect. Student’s campus ID and email accounts are suspended during a Leave of Absence (email accounts can be maintained throughout the duration of an LOA for a fee of $75 per year).

**Required Heath-Related Leave of Absence**

The MSCF program or the University may require a student whose serious behavioral or health problems (including mental health problems or use of drugs) is potentially self-destructive to take a LOA from the University until those problems have been solved through appropriate treatment. Such an LOA will be required only after a thorough case review by a committee consisting of the Carnegie Mellon Dean of Student Affairs and necessary medical or psychiatric consultants.

3.10 Withdrawal from Program

Withdrawal from the MSCF program means, “to leave with no intent to return.” A withdrawal is initiated by the student through a meeting with an MSCF Academic Advisor and by completing a Withdrawal form, located on The HUB website at [http://www.cmu.edu/hub/forms.html](http://www.cmu.edu/hub/forms.html). Students attending the program on a visa should consult the Office of International Education before processing a withdrawal. A student who withdraws from the program is not permitted to attend classes and will have his/her campus ID and email account terminated. A student is presumed withdrawn from the program if he/she does not respond to repeated status inquiries. Students will be contacted via telephone, email and certified letter. If there is no response within two months, the student is considered withdrawn. Emergency situations will be considered on a case-by-case basis.
3.11 Dismissal from Program
When a student is dismissed from the MSCF program, the student’s Academic Advisor notifies the University Registrar. The University Registrar then changes the student’s enrollment status to “D1 Drop/Academic.” Except as provided under the add/drop provisions (see Section 2.5), students dismissed from the MSCF program are not entitled to refunded tuition after the add/drop deadline (see Section 5.4). University fees are not refundable.

3.12 Suspension from Program
University suspension is a required, temporary leave from the University. A “disciplinary suspension” is the result of serious personal or academic misconduct. An “administrative suspension” is the result of failure to meet University financial obligations or failure to comply with federal, state or local health regulations and is imposed by Enrollment Services (see Section 5.3). This policy is available online: http://cmu.edu/policies/documents/Suspension.html

3.13 Withdrawal of a Degree
The University reserves the right to withdraw an already-conferred degree should it discover that either the work upon which the degree was based was dishonestly obtained or the academic records in support of it were falsified.

SECTION 4: ACADEMIC PUBLICATIONS

4.1 Course Descriptions and Prerequisites
Course descriptions and course prerequisites are available online at http://mytepper.tepper.cmu.edu/sitecore/content/tepper/intranet/current-students/mscf-students/academic-information/course-descriptions. Students must fulfill all prerequisite course requirements to register for MSCF courses. Only the course professor may make exceptions to these prerequisites.

4.2 Course Materials
Course packets are distributed at no cost to students. Required textbooks and other course related materials are at the student’s expense. Students are expected to consult the course material and be prepared for the first day of class. Only those students whose names appear on the course roster will receive course materials.

4.3 Recording of Lectures
The MSCF program records and makes available through the internet all course lectures delivered in the program. The primary purpose of these recordings is to serve as a resource for reviewing material after class. A secondary purpose is to provide access to the material for students unable to attend due to unavoidable conflicts. While we make every effort to capture and upload these videos in a timely manner, we cannot guarantee each lecture will be captured. Unless advised otherwise by the faculty member teaching the course, these recordings remain available to the students until the course is taught again.

4.4 Library Resources
Library resources specific to the educational and career interests of MSCF students are available online.
For Pittsburgh students: http://guides.library.cmu.edu/mscf
For New York students: http://guides.library.cmu.edu/mscfny
4.5 Academic Calendar
The MSCF Academic Calendar differs from the Official Carnegie Mellon Calendar and includes additional MSCF-specific dates. Students are advised to study this calendar carefully and plan accordingly. The calendar can be found at http://mytepper.tepper.cmu.edu/sitecore/content/tepper/intranet/calendars/mscf-academic-calendar.

4.6 Course Schedules
The MSCF course schedule can be found on the MSCF website at http://mytepper.tepper.cmu.edu/sitecore/content/tepper/intranet/current-students/mscf-students/academic-information/faculty-and-course-schedule. The schedule lists the number, title, professor, section, days, hours and room for each course.

4.7 Examination Schedules
Final examinations generally occur at the end of each mini-semester. Exams may be given on evenings and weekends. Exam schedules are shown on the MSCF website at http://mytepper.tepper.cmu.edu/sitecore/content/tepper/intranet/current-students/mscf-students/academic-information/exam-and-homework-schedule. Students are responsible for knowing the current examination schedules.

4.8 Course and Professor Evaluations
Student participation in course and faculty evaluations is both expected and essential; the MSCF Steering Committee relies heavily upon the input provided through these surveys. During the final weeks of class, students will be requested to provide honest and comprehensive information on both the course and the professor for each course in which the student is registered. Although evaluations are online and may be completed at any time during the evaluation period, a time is also set aside in each class for students to complete their evaluations.

4.9 Transcripts, Verifications and Unofficial Grade Reports
Only The HUB is authorized to issue official transcripts and verifications. There are two types of verifications, enrollment verifications and degree verifications. An enrollment verification officially provides proof of enrollment at the university. Enrollment information can only be verified from the student record and what is reflected on the student record. A degree verification officially provides proof of degree(s) awarded, and/or graduation date, and/or expected degree(s), and/or expected graduation date. More information about ordering official transcripts and verifications is available at http://www.cmu.edu/hub/transcripts.

University policy prohibits the release of grades over the telephone, by fax or email. You may access your grades in the Academic Info section on Student Information Online (SIO) at http://www.cmu.edu/hub/sio.

4.10 Class Rankings
Only the MSCF Steering Committee has access to class ranking information. Class rankings are not released to anyone, including students.
SECTION 5: TUITION AND FINANCIAL AID

5.1 Tuition Requirement
Full-time program: MSCF students must pay full-time tuition for three semesters. Part-time/online MSCF students and MSCF Certificate students pay tuition on a per unit basis. Students receive degrees only after meeting all university financial obligations.

5.2 Tuition Payments/Billing/Enrollment
The Student Accounts Office in The HUB creates electronic invoices (E-Bills) each month. Once E-Bills are created, a notification is sent to the students’ Andrew e-mail account alerting the student that an electronic invoice is ready to view on Student Information Online (SIO) www.cmu.edu/hub/sio. Enrollment is not complete until a student pays the amount due by the due date indicated on the electronic invoice. Past due accounts are subject to a 1.5% penalty charge each month until the balance is paid in full. Students with loans or pending financial aid must complete enrollment before the funds are credited to their account.

Students may view electronic invoices and check recent student account activity under the “Finances” section of Student Information Online at http://www.cmu.edu/hub/sio.

5.3 Students with Delinquent Accounts
Student accounts are administered by the Student Accounts Office in The HUB. In-depth information may be found on their website, http://www.cmu.edu/hub/billing/index.html.

Students are responsible for paying their student account charges by the stated payment deadline. Please reference the current Student Financial Obligation Statement at http://www.cmu.edu/hub/billing/sfo/index.html.

5.4 Tuition Refund*
Tuition is refunded 100% until the course add/drop deadline. After the course add/drop deadline, tuition is non-refundable and remains charged at 100%.

Students dismissed at any time for unsatisfactory academic standings or infractions of regulations are not refunded tuition or related fees.

* This refund policy does not apply to residents of Maryland participating in programs delivered via distance education. The University’s tuition adjustment policy applies to tuition refunds for Maryland residents in these programs.

5.5 Tepper School Financial Aid Office
Financial Aid for MSCF students is administered by the Tepper School Financial Aid Office in GSIA 101. Complete information about financial aid is listed on http://tepper.cmu.edu/prospective-students/masters/masters-in-computational-finance/tuition-and-financial-aid. MSCF students may also email tepper-aid@andrew.cmu.edu for more information about financial aid.

5.6 Loans
Eligible students may apply for education loans to pay tuition and allowable education-related costs. An international student must have a credit-worthy cosigner to enter into an education loan. See http://tepper.cmu.edu/prospective-students/masters/masters-in-computational-finance/tuition-and-financial-aid
or email the Tepper School Financial Aid Office at tepper-aid@andrew.cmu.edu to learn more about loan options. All federal loans and most non-federal loans require students to be enrolled for at least 18 units per semester and meet all other qualifying factors.

5.7 Satisfactory Academic Progress for Financial Aid (SAP)
Financial aid recipients are required to maintain satisfactory academic progress in their course of study for continued eligibility. Students are required to complete 75% of their attempted courses each semester, maintain the minimum cumulative QPA as required by their program of study and complete their program of study within a maximum period of 1.5 times the standard program length in order to maintain financial aid eligibility. The complete SAP policy may be found on our website, http://tepper.cmu.edu/prospective-students/masters/masters-in-computational-finance/tuition-and-financial-aid/consumer-information.

5.8 Federal Financial Aid Adjustments for Withdrawing Students
Irrespective of tuition charges, when a student withdraws from all classes, federal financial aid is adjusted in the following order on a pro-rated basis as per federal regulations until 60% of the period used to calculate the federal reward is completed: Federal Direct Unsubsidized Loan, Federal Perkins Loan, Federal Direct Grad Plus Loan.

When a student withdraws before the end of the mini of the enrollment period that has been used to calculate the award, the 60% mark is determined by counting the total number of completed days in that mini by the total number of days in the mini. When a student withdraws after the end of the first mini in a semester (including withdrawal during the period of time between the end of the first mini of a semester and the beginning of the second mini of a semester) the 60% mark is calculated by dividing the total number of completed days in that semester. Scheduled breaks of at least 5 consecutive days are not counted in total days or completed days.

Federal aid recipients who are withdrawing are strongly encouraged to visit the Tepper School Financial Aid Office in GSIA 101 to learn what portion of disbursed financial aid is unearned and must be canceled or returned to the lender. Information about the university’s student leave policy may be found on http://www.cmu.edu/policies/documents/StLeave.html.

5.9 Important Financial Aid Dates
You may find information on our website about financial aid and tuition due dates, expected refunds dates, and other important dates that may help you with your financial planning. See http://tepper.cmu.edu/prospective-students/masters/masters-in-computational-finance/tuition-and-financial-aid/important-dates-and-deadlines.

SECTION 6: CODE OF CONDUCT

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

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

The discovery, advancement and communication of knowledge are not possible without a commitment to these standards. Creativity cannot exist without acknowledgment of the creativity of others. New knowledge cannot be developed without credit for prior knowledge. Without the ability to trust that these principles will be observed, an academic community cannot exist.

The commitment of its faculty, staff and students to these standards contributes to the high respect in which the Carnegie Mellon degree is held. Students must not destroy that respect by their failure to meet these standards. Students who cannot meet them should voluntarily withdraw from the university.

The Carnegie Mellon Code can also be found online at: http://www.cmu.edu/student-affairs/theword/code.html

6.2 Tepper School of Business Expectations

The Tepper School is a diverse and inclusive community based on trust, respect and support toward all individuals, facilities, intellectual endeavors and activities. It is expected that each individual will contribute every day to recognizing, maintaining and improving the community environment of the Tepper School. It is this shared environment of the Tepper School that best communicates and differentiates our uniqueness as a special learning place to earn your Masters degree. MSCF students attending the MSCF program must sign the “Tepper School of Business Statement of Conduct” promising to “exhibit and uphold honest and ethical behavior in all facets of my conduct as a member of the Tepper School community.” In addition, students registering to use the services of the Tepper School Career Opportunities Center are required to sign the “Career Center Student Code of Conduct.”

6.3 Tepper School of Business Statement of Conduct Violations

Dishonest and unethical behavior is considered a violation of the Tepper School of Business Statement of Conduct. Students who violate or are alleged to have violated the Tepper School of Business Statement of Conduct will be reviewed by the MSCF Steering Committee (see Section 3.2). Outcomes from the MSCF Steering Committee review process for Tepper School of Business Statement of Conduct violations are considered Academic Disciplinary Actions. Potential penalties for Academic Disciplinary Actions range from a lower grade on an assignment to suspension or dismissal from the MSCF program.

Students who choose to appeal the decision of the MSCF Steering Committee regarding a Tepper School of Business Statement of Conduct violation must appeal to the Dean of the Tepper School of Business within 7 days of receiving the Steering Committee’s decision. The Dean shall render a decision within 30 days, or as soon thereafter as practical. If a student wishes to appeal the decision of the Dean of the Tepper School, he/she must do so pursuant to the appeal process in the University Academic Disciplinary Actions Overview for Graduate Students, which can be found at: http://www.cmu.edu/academic-integrity/documents/academic-disciplinary-actions-overview-for-graduate-students.2013.pdf
6.4 Academic Integrity

All students at Carnegie Mellon University must abide by the University’s policy on Academic Integrity. Information and resources concerning Academic Integrity can be found: [http://www.cmu.edu/policies/documents/AcademicIntegrity.htm](http://www.cmu.edu/policies/documents/AcademicIntegrity.htm)

It is the expectation of the MSCF program that students have read the University’s policy on Academic Integrity and understand all elements related to cheating, plagiarism and unauthorized assistance, and that if they have any questions they will ask their course faculty, MSCF Academic Advisor, or the MSCF Executive Director.

6.5 Academic Integrity Violations

Academic Integrity violations are first handled by the Professor of the course in which the violation took place, and may additionally result in review by the MSCF Steering Committee (see Section 3.2). Potential penalties for Academic Integrity violations imposed by faculty range from a lower grade on an assignment to failure of the course. MSCF Steering Committee penalties can include suspension or dismissal from the MSCF program.

Students who choose to appeal the decision of the MSCF Steering Committee regarding an Academic Integrity violation must appeal to the Dean of the Tepper School of Business within 7 days of receiving the Steering Committee’s decision. The Dean shall render a decision within 30 days, or as soon thereafter as practical. If a student wishes to appeal the decision of the Dean of the Tepper School, he/she must do so pursuant to the appeal process in the University Academic Disciplinary Actions Overview for Graduate Students, which can be found at: [http://www.cmu.edu/academic-integrity/documents/academic-disciplinary-actions-overview-for-graduate-students.2013.pdf](http://www.cmu.edu/academic-integrity/documents/academic-disciplinary-actions-overview-for-graduate-students.2013.pdf)

6.6 Career Opportunities Center

The resources of the Career Opportunities Center (COC) can enhance professional options available to Masters students. Students utilizing COC services are required to sign the COC Student Code of Conduct. Misuse of COC resources constitutes a violation of the Career Center Student Code of Conduct. Students should thoroughly review the Code before signing and are expected to understand the expectations and the potential consequences of any violations. A student can speak with his/her MSCF Academic Advisor if he/she has any questions regarding the COC Code of Conduct. Examples of COC violations include, but are not limited to:

1. Reneging on accepted job offers, regardless of whether or not the offer came from Tepper resources.
2. Continuing to interview or otherwise conduct a job search after accepting employment.
3. Tampering with accounts in the on-campus recruiting system.
4. Revealing Tepper QPA or grade information in the on-campus version of resumes or cover letters.
5. Falsely representing previous work experience and/or education.
6. Failure to properly prepare for interviews.
7. Interviewing with a company although not interested in the employment opportunity.
6.7 Career Opportunities Center violations
The COC determines if a COC violation has taken place and will follow the COC policy and process for adjudicating the alleged violation. If the COC deems a violation has taken place, the student’s Career Counselor will notify the student’s MSCF Academic Advisor. The MSCF Steering Committee may review student COC violations and impose additional penalties (see Section 3.2). Penalties imposed by the MSCF Steering Committee as a result of COC violations are considered Academic Disciplinary Actions.

If additional penalties are imposed by the MSCF Steering Committee, a student may appeal this decision to the Dean of the Tepper School of Business within 7 days of receiving the Steering Committee’s decision. The Dean shall render a decision within 30 days, or as soon thereafter as practical. If a student wishes to appeal the decision of the Dean of the Tepper School, he/she must do so pursuant to the appeal process in the University Academic Disciplinary Actions Overview for Graduate Students, which can be found at: http://www.cmu.edu/academic-integrity/documents/academic-disciplinary-actions-overview-for-graduate-students.2013.pdf

6.8 Computing Policy and Violations
The Carnegie Mellon University Computing Policy establishes standards for the responsible use of the campus network and computing facilities. These standards of acceptable behavior also extend beyond the campus community into the Internet. This policy applies to all users of Carnegie Mellon computing systems, including students, faculty and staff, and any others granted the use of university computing resources. It applies to the use of all computing facilities owned, leased, operated or contracted by Carnegie Mellon. As used in this policy, terms such as “computing,” “computing/communications systems,” “computing resources,” etc., refer to all computers, communication systems, and peripherals, software, telephones and systems with similar functions, which are owned by Carnegie Mellon, or which utilize Carnegie Mellon infrastructure such as telephone lines or computer networks. The full policy including enforcement provisions is: http://www.cmu.edu/policies/documents/Computing.htm

Inappropriate behavior in the use of computers is punishable under the general University policies and regulations regarding faculty, students and staff. The offenses mentioned in this policy range from relatively minor to extremely serious, though even a minor offense may be treated severely if it is repeated or malicious. Certain offenses may also be subject to prosecution under federal state or local laws. Questions concerning this policy or its intent should be directed to the Information Security Office at iso@andrew.cmu.edu.

6.9 Community Standards
All students at Carnegie Mellon University must abide by the University’s policy on Community Standards: http://www.cmu.edu/student-affairs/theword/comm_standards/standards.html

It is the expectation of the MSCF program that students have read the University’s policy on Community Standards and that if they have any questions they will ask their MSCF Academic Advisor, or the MSCF Executive Director.

If a student has observed another student committing a violation of university policy or law, or feels harmed by another student’s misconduct (e.g. affecting his/her welfare, property, safety or security) he/she should contact his/her Academic Advisor, the MSCF Executive Director, an MSCF Steering Committee member, the Dean of Student Affairs and/or University Police as appropriate. In
addition, the Office of the Assistant Vice Provost for Graduate Education in
Warner Hall provides support and resources for all Carnegie Mellon graduate
students, regardless of college or program:
http://www.cmu.edu/graduate/programs-services/index.html

6.10 Community Standards Violations

Community Standards violations can be penalized at both the program level and
the University level. The MSCF program and the University work together to
ensure that both parties are aware of any Community Standards violations
committed by MSCF students. MSCF students are also required to notify their
MSCF Academic Advisor if they have committed a Community Standards
violation.

Students who commit Community Standards violations will be reviewed by the
MSCF Steering Committee (see Section 3.2) in addition to any University level
action. Violations of Community Standards are regarded and are reviewed as
violations of the Tepper School of Business Statement of Conduct (see Section 6.2).

Students choosing to appeal the decision of the MSCF Steering Committee
regarding a Community Standards violation must appeal to the Dean of the
Tepper School of Business within 7 days of receiving the Steering Committee’s
decision. The Dean shall render a decision within 30 days, or as soon thereafter
as practical. If a student wishes to appeal the decision of the Dean of the Tepper
School, he/she must do so pursuant to the appeal process in the University
Academic Disciplinary Actions Overview for Graduate Students, which can be
found at: http://www.cmu.edu/academic-integrity/documents/academic-
disciplinary-actions-overview-for-graduate-students.2013.pdf

6.11 Grade Disputes

If a student wishes to dispute a grade on an assignment or an exam, he/she
should discuss the grade directly with the faculty member teaching the course. If
a student wishes to dispute a final grade, he/she should follow the process
outlined in the Summary of Graduate Student Appeal and Grievance Procedures,
Appealing Final Grades, which can be found at:
http://www.cmu.edu/graduate/policies/appeal-grievance-procedures.html.

6.12 Alcohol

In all circumstances, the University expects students to conduct themselves
responsibly, both individually and collectively. Abusive or excessive consumption
of alcohol that interferes with the rights of other persons, inflicts personal injury,
or causes damage to property will result in severe disciplinary action, including
suspension or expulsion. While Carnegie Mellon accepts no responsibility for the
direct supervision of social activities organized by its students and student
organizations, the University reserves the right to review plans for social events
that use University facilities and to set special requirements to ensure that all
responsibilities are met. Consumption of alcoholic beverages in classrooms is
forbidden. Following are the rules for social events in the MSCF program as set
forth in Carnegie Mellon University’s Community Policies at

1. Social events may not start until all classes for that day, including
evening classes, are over (unless special arrangements are made with the
MSCF Executive Director), nor may they start before completion of all
exams in the building on that day. The MSCF program does not permit
events with alcohol on the day prior to the final exam period in any mini.
2. All social events providing alcoholic beverages must also provide food and non-alcoholic beverages.

3. Alcoholic beverages are not to be consumed in any public area either owned or controlled by the University (i.e. hallways, lounges, and foyers).

4. Permission to serve alcoholic beverages at events attended by students may only be obtained from the Carnegie Mellon Dean of Student Affairs Office. Assistance in processing alcohol requests can be obtained through the Tepper Student Services office. A trained staff member or faculty member must take personal responsibility for ensuring that alcoholic beverages are served only to students of legal age before permission will be given.

5. After the event, the designated area must be left as neat as possible. Any damages must be reported to the MSCF Academic Advisors and to Carnegie Mellon Security.

6.13 Sexual Harassment

Sexual harassment is prohibited by the University. The free exchange of ideas, the confidence to work, to study, to innovate, and to perform are based upon an atmosphere of open trust and mutual respect - an atmosphere which the intrusion of personal advantage or harassment, in any of its forms, may have only a negative and unacceptable effect. Any faculty member, staff employee or student found to have violated the University’s policy against sexual harassment will be subject to immediate and appropriate disciplinary action, including possible suspension, termination or expulsion. The Carnegie Mellon University Policy against Sexual Harassment and Sexual Assault can be found at: http://www.cmu.edu/policies/documents/SA_SH.htm.

6.14 Intellectual Property


6.15 Confidentiality of Hearing Procedures

The Federal Educational Rights and Privacy Act of 1974 (FERPA) established requirements for educational institutions with regard to the privacy of students’ educational records, which include academic grades and discipline records. Members of any review board may become aware of some information in students’ educational records because they read incident reports prior to the hearing in which they are involved, hear testimony during hearings and are aware of the possible hearing outcomes. Consequently, board members have a responsibility to protect student’s privacy at all times by not revealing hearing information outside the hearing process or the guidelines of FERPA.

6.16 Ombudsperson

Suzie Laurich-McIntyre, Assistant Vice Provost for Graduate Education (slaurichmcintyre@cmu.edu) serves as ombudsperson for graduate students to assist with difficult academic or personal situations where a confidential sounding board and/or an intermediary can be helpful. Examples of situations where students are encouraged to seek advice or assistance include:

1. Difficulty in communications with advisor, particularly when those
difficulties may lead to considering changing advisors or leaving the program.

2. Conflict with other group members that is difficult to resolve within the group.

3. Issues related to diversity or the departmental climate for those in groups who are historically underrepresented in science.

4. Personal concerns that interfere significantly with the ability to make timely progress in research or program requirements. These might be due to health, family or financial challenges.

### 6.17 Family Educational Rights and Privacy Act (FERPA)

Carnegie Mellon and the Tepper School of Business will not disclose personally identifiable information from your education records without your consent except for directory information and other exceptions specified by the law. Under FERPA, directory information is personally identifiable information that may be disclosed without your consent, unless you specifically request the university not to do so. It is used for purposes like compiling campus directories. If you do not want your directory information to be disclosed, you must notify The HUB in writing within the first 15 days of the semester. Under FERPA, Carnegie Mellon and the Tepper School of Business may release personally identifiable information from your education records without your prior consent to school officials with legitimate education interests. School officials have a “legitimate education interest” if they need to review education records in order to fulfill their professional responsibilities. This policy is available in full online: [http://www.cmu.edu/policies/documents/StPrivacy.html](http://www.cmu.edu/policies/documents/StPrivacy.html)

### SECTION 7: MISCELLANEOUS

#### 7.1 Emergency Protocols

In the event of an emergency, [www.cmu.edu](http://www.cmu.edu) will be promptly updated with information and a link to [www.cmu.edu/alert](http://www.cmu.edu/alert) where more in-depth information will be available. In addition, the student, faculty and staff portal at [my.cmu.edu](http://my.cmu.edu) will also be updated. All students, faculty and staff in the Carnegie Mellon community are also encouraged to register for the CMU-Alert service, which sends voice and/or text messages to registered phones in the event of a campus emergency. Students, faculty and staff may register for the service online at [www.cmu.edu/alert](http://www.cmu.edu/alert).

The privacy of contact information is guaranteed. Registrants will be contacted by the CMU-Alert system only if there is a campus emergency or during tests of the system in the spring and fall semesters. Text and voice options may carry a nominal fee for recipients depending on cell phone carriers and cell phone plans. The recipient is responsible for these fees. Questions regarding the CMU-Alert service should be sent via email to cmu-alert@andrew.cmu.edu.

For less threatening, but more common weather-related or service (power outage, water service issues) the Tepper School will alert students via email, Web notices and classroom announcements. Snow delays and cancellations will also be noted at [www.cmu.edu](http://www.cmu.edu) and can often be found on major television news channels.

#### 7.2 Health Insurance

The University Student Health Insurance policy requires all Pittsburgh campus students and New York full-time students to carry adequate medical insurance.
The complete University Student Health Insurance policy can be found at http://www.cmu.edu/policies/documents/StudentInsurance.htm. Students can email questions to shinsure@andrew.cmu.edu, or more information is available on the Student Affairs website at http://www.cmu.edu/student-affairs/theword/comm_standards/insurance.html.

7.3 Student ID Cards

The official photo Carnegie Mellon Identification Card (ID) is an important document, granting the student access to CMU buildings and the campus in New York (55 Broad Street, 5th floor), computing services and clusters, University libraries, Pittsburgh Port Authority bus transit, the CMU computer store, the University Center athletic facilities, University lectures, concerts and speaker series as well as various student discounts on airfare, software, etc. In addition, Carnegie Mellon students showing their photo ID card receive free access to the following Pittsburgh attractions: Carnegie Museum of Art, Carnegie Museum of Natural History, Carnegie Science Center and SportsWorks, The Andy Warhol Museum, The Mattress Factory, The National Aviary, and The Frick and Phipps Conservatory and Botanical Gardens.

The Carnegie Mellon Student ID card photo can be submitted through the online ID Photo Submission Application at http://www.cmu.edu/idplus/idcards/idphotos.html. For Pittsburgh students, ID cards must be picked up at The HUB in Warner Hall. For New York students, ID cards can be picked up during Orientation at the 55 Broad Street campus.

ID cards can be replaced for a fee, after the student completes an “Identification Card Request” form, which can be found on The HUB website at http://www.cmu.edu/hub/forms.html. The form should be submitted to ID Card Services in The Hub.

7.4 Updating Student Information

Students are required to update their contact information in a timely manner by logging into the My Info section of Student Information Online (SIO) at http://www.cmu.edu/hub/sio. Students are responsible for any failure to receive official University notices as a result of incorrect addresses on file.

7.5 MSCF “Town Meeting”

Once each semester, all MSCF degree and non-degree students are invited to participate in a “Town Meeting” with the MSCF Steering Committee at which time any MSCF-related concern may be expressed. Each meeting will include both the New York and Pittsburgh campuses and will have MSCF Steering Committee members present at each location. Student participation in these meetings is strongly encouraged.

7.6 MSCF Student Surveys

Full-time second-year students will be asked in September 2014 to complete a “Summer Internship” survey. Full-time students graduating in December 2014, part-time/online students graduating May 2015 and dual students graduating August 2015 will be asked to complete a “Student Satisfaction” Survey in November 2014. These surveys are carefully considered by the MSCF Steering Committee as improvements to the program are evaluated.

7.7 MSCF Business Cards

MSCF students seeking MSCF business cards should go to the Printing and Mailing Services website at
MSCF students can opt to use the Tepper logo business card instead of (or in addition to) the MSCF logo.

### 7.8 MSCF Student Awards

The “MSCF Academic Award” is given to one returning MSCF student for academic excellence in each of the following disciplines: Finance, IT, Math and Statistics. This award includes a monetary gift of $1,000.

The “MSCF Distinguished Service Award” is given to one graduating student from each campus based on the student’s willingness to serve the needs of the program and its students. This award includes a monetary gift of $1,000.

### 7.9 Tepper Marketing and Public Relations Guidelines

To assure consistency in all communications and to maximize external visibility to target audiences the marketing and communications staff works together to coordinate key messages and activities involving publicity. The Director of Public Relations is the point-of-contact between news media and the Tepper School community, including faculty, students, administrators and staff. The communications staff can assist with strategic planning for publicity, interview preparation, and (depending on the specific project or issue) may assist in developing news stories or multi-media for the Tepper website and social media channels. If any student, staff or faculty member of the Tepper School is contacted by a media representative, they are required to immediately inform either the Public Relations Director or Executive Director of Marketing and Communications. Persons are not required to answer any questions from journalists without first seeking counsel from the Tepper School communications staff. Persons interested in publicizing a program, project, event, or other activity affiliated with the Tepper School should contact the Director of Public Relations, Mark Burd (mdburd@andrew.cmu.edu) or the Executive Director of Marketing and Communications, Deb Lantz (dlantz@cmu.edu). They can provide counsel to coordinate publicity efforts internally (internal news channels, magazine) or externally (press releases, podcasts, web video, press releases, etc.).

### 7.10 Security & Fire Safety Report Notice

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 412-268-6232. The annual security and fire safety report is also available online at www.cmu.edu/police/annualreports.

### SECTION 8: HIGHLIGHTED UNIVERSITY RESOURCES

#### Key Offices for Graduate Student Support

**Office of the Assistant Vice Provost for Graduate Education**

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

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

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

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

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

- Conference Funding Grants
- Graduate Small Project Help (GuSH) Research Funding
- Graduate Student Professional Development: seminars, workshops and resources
- Graduate Women Gatherings (GWG)
- Inter-university Graduate Student of Color Series (SOC)

Office of the Dean Student Affairs
www.cmu.edu/student-affairs/index.html
The Office of the Dean provides central leadership of the metacurricular experience at Carnegie Mellon. The offices that fall under the division of Student Affairs led by Dean of Student Affairs Gina Casalegno, include:

- Career and Professional Development Center
- Counseling & Psychological Services (CAPS)
- Housing & Dining Services
- Orientation & First Year Programs (note: for undergraduate students)
- Office of International Education (OIE)
- Student Activities
- Student Life

Holly Hippensteel, Assistant Dean of Student Affairs, serves as the point person in the division for graduate student resources and concerns. Graduate students will find the enrollment information for Domestic Partner Registration in the Office of the Dean of Student Affairs and on the website. The Office of the Dean of Student Affairs also manages the Emergency Student Loan process. The Emergency Student Loan service is made available through the generous gifts of alumni and friends of the university. The Emergency Student Loan is an interest-free, emergency-based loan repayable within 30 days. Loans are available to enrolled students for academic supplies, medication, food or other expenses not able to be met due to unforeseeable circumstances.
Assistance for Individuals with Disabilities
Students with disabilities are encouraged to self-identify with Equal Opportunity Services by contacting Larry Powell, 412-268-2013, lpowell@andrew.cmu.edu to access the services available at the university and initiate a request for accommodations.

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

Graduate Student Assembly
www.cmu.edu/stugov/gsa/index.html
The Carnegie Mellon Student Government consists of an Executive Branch and a Legislative Branch. This is the core of traditional student government, as governed by the Student Body Constitution. The Executive Branch serves the entire student body, graduate and undergraduate, and consists of one president and four vice-presidents. The Legislative Branch for graduate students, The Graduate Student Assembly (GSA) passes legislation, allocates student activities funding, and otherwise acts on behalf of all graduate student interests. GSA also plans various social opportunities for graduate students and maintains a website of graduate student resources on and off-campus, www.cmu.edu/stugov/gsa/resources/index.html. Each department has representation on GSA and the department rep(s) is the main avenue of graduate student representation of and information back to the graduate students in the department.

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

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

Key Offices for Health, Wellness & Safety

Counseling & Psychological Services
http://www.cmu.edu/counseling/
Counseling & Psychological Services (CAPS) affords the opportunity for students to talk privately about issues that are significant for them in a safe, confidential setting. Students sometimes feel confused about why they are feeling upset and perhaps confused about how to deal with it. An initial consultation with a CAPS therapist will clarify options and provide a recommendation to the appropriate mental health resource at Carnegie Mellon or the larger Pittsburgh community. CAPS services are provided at no cost. There are, however, limits on the number of sessions. Follow-up psychiatric services and off-campus referrals for longer term therapy are at the client's expense. Appointments can be made in person or by telephone, 412-268-2922.

Health Services
www.cmu.edu/HealthServices/
University Health Services (UHS) is staffed by physicians, advanced practice clinicians and registered nurses who provide general medical care, allergy injections, first aid, gynecological care and contraception as well as on-site pharmaceuticals. There is a small visit fee to see the physicians and advanced practice clinicians; nurse visits are free of charge. Fees for prescription medications, laboratory tests, diagnostic procedures and referral to the emergency room or specialists are the student’s responsibility. UHS also has a registered dietician and health promotion specialist on staff to assist students in addressing nutrition, drug and alcohol and other healthy lifestyle issues. In addition to providing direct health care, UHS administers the Student Health Insurance Program. The Student Health insurance plan offers a high level of coverage in a wide network of health care providers and hospitals. It also covers most of the fees for care at Student Health Services. Graduate students should contact UHS to discuss options for health insurance for spouses, domestic partners and dependents. Appointments can be made by visiting UHS’s website or by telephone, 412-268-2157.

University Police
http://www.cmu.edu/police/
412-268-2323 (emergency only), 412-268-6232 (non-emergency)
The University Police Department is located at 300 South Craig Street, Room 199 (entrance is on Filmore Street). The department’s services include police patrols and call response, criminal investigations, shuttle and escort services, fixed officer and foot officer patrols, event security, and crime prevention and education programming. Visit the department’s website for additional information about the staff, escort and shuttle, emergency phone locations, crime prevention, lost and found, fingerprint services, and annual statistic reports.

Carnegie Mellon University publishes an annual campus security and fire safety report describing the university’s security, alcohol and drug, sexual assault, and fire safety policies 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 www.cmu.edu/police/annualreports.
SECTION 9: CMU STUDENT HANDBOOK, THE WORD

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

The Word is Carnegie Mellon University’s student online 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 their 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:

Carnegie Mellon Vision, Mission
Carnegie Code
Academic Resources & Opportunities
  Academic Advising
  Academic Resources
Academic Standards, Policies and Procedures
  Educational Goals
  Academic and Individual Freedom
  Statement on Academic Integrity
  Academic Policies and Procedures
  Research
    Human Subjects in Research
    Intellectual Property Policy
    Office of Research Integrity & Compliance
    Office of Sponsored Programs
    Policy for Handling Alleged Misconduct of Research
    Policy on Restricted Research
Campus Resources & Opportunities
  Alumni Relations
  Assistance for Individuals with Disabilities
  Athletics, Physical Fitness & Recreation
  Carnegie Mellon ID Cards and Services
  Copying, Printing & Mailing
  Division of Student Affairs
  Domestic Partner Registration
  Emergency Student Loan Program
  Gender Identity/GLBT Resources
  Health Services
  Dining Services
  The HUB Student Services Center
  Leonard Gelfand Center
  Multicultural and Diversity Initiatives
  Opportunities for Involvement
  Parking and Transportation Services
  SafeWalk/Sexual Assault Advisors
  Shuttle and Escort Services
  Spiritual Development
  University Center
  University Police
  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
Tepper School of Business

Recycling Policy
Riotous and Disorderly Behavior
Safety Hazards
Scheduling and Use of University Facilities
Sexual Assault and Harassment Policy
Smoking Policy
Student Accounts Receivable and Collection Policy and Procedures
Student Activities Fee
Student Enterprises
Workplace Threats and Violence Policy