



Carnegie Mellon University

Computer Science Department

**Fifth-Year Master's in
Computer Science - Research
Program Handbook
2025-2026**

Document updated October, 2025

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Introduction to the Program

DEGREE OFFERED

Master of Science in Computer Science - Research Thesis

MISSION AND VALUES

The Fifth-Year Master's— Research Program abides by the Mission and Values set forth by the Computer Science Department: <https://csd.cmu.edu/about>

GRADUATE HANDBOOK SUITE

While this handbook is specific to your academic experience in the department, it is just one element of the Graduate Student Handbook Suite. There are other resources within the suite that you should consult when needed:

- This Fifth-Year Program Handbook
- The [University-Wide Graduate Student Handbook](#) (Office of Graduate & Postdoctoral Affairs)
- [The Word Student Handbook](#)

PROGRAM CONTACTS

- **Angy Malloy, Program Manager** —GHC 9006, amalloy@cs.cmu.edu
- **Amanda Hornick, Graduate Programs Assistant** – GHC 9006, ahornick@andrew.cmu.edu
- **Peter Steenkiste, Program Director** — GHC 9111, prs@cs.cmu.edu
- **Andy Pavlo, Program Co-Director** — GHC 9019, andy@cs.cmu.edu

Role of the Program Directors

The Program Directors are responsible for the overall conduct of the program and help with any questions about program requirements. The Directors have the power to interpret all policies and, with good cause, to grant exceptions to requirements and policies as well as to revise them. Directors have the power to delegate this authority.

Role of the Program Manager and Graduate Program's Assistant

The Program Manager is responsible for the day-to-day administration of the program. They are the first place you should turn to for information about the program. They and the Graduate Program's Assistant can help you with many of your concerns or connect you with those who can.

Enforcement of Administrative Policies

Violations of Administrative policies, at the discretion of the Director, may result in sanctions including, but not limited to, probation, suspension or separation from the Program.

DEPARTMENT AND SCHOOL CONTACTS

Computer Science Department Key Contacts

Available online at: <https://csd.cmu.edu/key-contacts>

School of Computer Science Key Contacts

Available online at: <https://www.cs.cmu.edu/about-scs/key-contacts>

ADMISSIONS

The primary criterion for admitting a student is strong evidence of research based on close interaction with one or more faculty members in a manner such as independent study projects, summer jobs, or advanced classes. The admissions process also considers factors such as grades, internships, etc. In addition to the faculty member who would act as their research advisor, there must be strong support for admission from another person who has worked with the student. The second person can be another faculty member or, for example, a supervisor from a summer internship.

Students typically apply in their senior year. The program has its first application deadline in the middle of the Fall semester. Acceptance notifications from this admissions cycle will be given before the end of the Fall semester. The goal is to confirm acceptance prior to the normal job search and graduate school acceptance deadlines.

The program's approach to admissions is also designed to enable students to tailor the remainder of their undergraduate program to prepare for their transition into the Fifth-Year Master's Program. There is also a second application cycle early in the Spring semester. The same admissions criteria are used in both admission cycles. When applicants are admitted, they have the option to start the program in any of the three semesters following the semester in which they were admitted.

PROGRAM OVERVIEW

Many undergraduate students in the School of Computer Science (SCS) participate in research during their undergraduate studies. The Fifth-Year Master's—Research Program is a research-oriented master's degree program administered by the Department of Computer Science. The program only accepts students with a Bachelor of Science degree from the School of Computer Science at Carnegie Mellon University. The program is designed to give SCS students the chance to gain more research experience by working on a substantial research project resulting in a master's thesis. A portion of our graduates pursue PhD programs at prestigious universities, whereas others transition into employment in industry.

The objectives of the program are to (1) develop both research experience and technical depth within a specific area of Computer Science and (2) gain additional depth in Computer Science beyond the knowledge obtained as an undergraduate student.

In addition to students with a Bachelor of Science degree in Computer Science (BSCS) from either the Pittsburgh or Qatar campus, students with a Bachelor of Science in Artificial Intelligence (BSAI) or Computer Science and Arts (BCSA) from CMU are also eligible to enroll in the program. However, they need to satisfy additional breadth requirements before starting the program to gain additional knowledge in Computer Science that is references in the Breadth Courses section of this handbook.

PROGRAM ORIENTATION

There is a short orientation at the beginning of the Fall semester. Attendance is strongly encouraged as the content will answer many questions you may have about program requirements, registration, and your master's thesis. It also gives you the opportunity to meet and present your questions to the program administration. You will be notified in advance of the date and time of the orientation session.

STUDENT RESOURCES

General Student Resources: <https://csd.cmu.edu/academics/current-student-resources>

Master's Student Resources: <https://csd.cmu.edu/academics/current-student-resources/masters-student-resources>

Advising

Students may propose to conduct their thesis research with an approved advisor in any of the departments within the School of Computer Science. Advisors are typically tenure-track or research-track faculty members. Working with faculty members that hold appointments in other schools or colleges within CMU would require approval. Any student looking to work with an advisor outside of the School of Computer Science should contact the program director for more information.

Students are required to review their academic plans and proposed schedules with their assigned Academic Advisor prior to registering for classes and prior to adding or dropping any courses intended to be used to satisfy Requirements.

Your research advisor is typically the best point of contact for course and career advice.

Degree Requirements

It is the sole responsibility of the student to satisfy all requirements of the Program. The directors, manager, advisors, and other faculty and staff, although sources of information and advice, are not responsible for notifying students of deficiencies in their academic plans or progress. Students are strongly encouraged to become familiar with the requirements and to review their progress each semester.

TIME TO COMPLETION

The duration of the program is 12 months, including one standard academic year and one summer. Once a student has been accepted into the program, they can start the program in any of the three semesters following the semester in which they were accepted. Students can only start the program after they have completed all the requirements for their CMU bachelor's degree.

RESIDENCY REQUIREMENT

Students must remain on campus for the duration of the program, including during their summer research semester. Even if the advisor is away, the student should plan to work from the university during this time.

EARLY COMPLETION OR EXTENSION OF PROGRAM

Early completion is not an option.

Master's students who require longer than the standard time to complete their degree requirements are expected to remain in close contact with their graduate program and will be certified at the end of the semester in which they have completed their degree requirements. If you do not complete the program within the standard 12-month period, you will be subject to additional tuition charges.

ENROLLMENT VERIFICATION

Enrollment Services is the only University office that can provide an official letter of enrollment, official transcript and enrollment verification. Enrollment verification can be requested online through The HUB at <https://www.cmu.edu/hub/registrar/student-records/verifications/>.

U.S. government regulations require F-1 and J-1 international students to be enrolled in an in-person degree program, with in-person expectation coursework. Even though this immigration requirement is specifically for international students, residency requirements for this program is consistent for both international and domestic students.

CURRICULUM

Students in the Fifth-Year Master's Program are required to take a minimum of 48 units of graduate courses in the School of Computer Science per semester for three semesters. A minimum of 144 credits are required to complete the degree.

The course requirements have been designed to help students achieve the two main program objectives. Students are required to take at least two graduate breadth courses in different areas of computer science as described in the next section. Breadth courses are at the 700 or 800 level and are part of the School of Computer Science's catalog of courses. The remaining units, a minimum of 24, consist of 700 or 800 level elective courses. Students generally use these units to take courses related to their master's research, gaining additional depth into that area of computer science and contributing to the research objective of the program.

Students must also complete a significant research project as part of their degree that results in a thesis. The thesis research project should result in an oral thesis defense summarizing the results of the student's project as well as a final thesis document.

Both the thesis document and thesis presentation must be approved by the student's advisor and a "reader", a second faculty member familiar with the student's research area.

Credit Distribution

A summary of the per-semester enrollment throughout the tenure of a Fifth-Year Master's Student is as follows:

Spring Semester

- 24 units of 15-697 for research credit
- 12 units of breadth course – area 1
- 12 units of a course in thesis research area

Summer Semester

- 48 units of 15-697 for research credit

Fall Semester

- 24 units of 15-697 for research credit
- 12 units of breadth course – area 2
- 12 units of a course in thesis research area

Thesis Document & Defense

- Oral defense and finalized (approved by advisor and reader) thesis document turned in.

This schedule can be adjusted based on which semester the student's desired breadth and elective courses are offered.

Electives

With prior approval from the Program Director, it may also be possible to take an elective course outside of the School of Computer Science if the course is recommended by the student's research advisor and the content is very relevant to the student's master's thesis research.

Breadth Courses

The Fifth-Year Master's Program uses the same list of breadth courses as the Computer Science Department's Doctoral Program. Fifth-Year Master's students are required to take a course in two separate breadth areas. The list of Breadth Courses is organized by area and can be found on the following web page: <https://csd.cmu.edu/academics/doctoral-resources/doctoral-breadth-courses>.

In this list, some courses are marked with an * (asterisk) and some are marked with a — (dash). Courses marked with an * are recommended for students that may be less familiar or experienced in that specific area of computer science. These courses are:

- designed to be accessible to all computer science graduate students, not just those with prior knowledge in the area
- typically, only assume an undergraduate background in the relevant area; and
- are offered on a regular basis so students can plan ahead.

Courses marked with a — (dash) should only be taken by students who have a solid background in that specific area of computer science. You should refer to the list of courses when planning your registration for each semester to confirm current availability of courses. Available breadth courses are subject to change.

Additional Breadth Requirements for CMU BSAI or BCSA Students

The Bachelor of Science in Artificial Intelligence (BSAI) degree and the Bachelor of Computer Science and Arts (BCSA) share many of the technical course requirements with the BSCS, but they differ in breadth requirements. Given this overlap, students who graduated from these programs can also apply to the Computer Science Fifth-Year Master's program. However, they are required to complete additional breadth courses before starting the program, so they have breadth in computer science that is like that of BSCS students. Details on the BSCS requirements can be found on the undergraduate curriculum page: <https://csd.cmu.edu/academics/undergraduate/requirements>

Before they can start the Fifth-Year MS program, students in the BSAI program must take two breadth area courses:

- 15-451 - Algorithm Design and Analysis
- One course satisfying either the BSCS requirement in *Logics/Languages* or *Software Systems*.

Before they can start in the Fifth-Year MS program, students in the BCSA program must take the following three courses:

- 15-451 - Algorithm Design and Analysis
- Two courses from separate lines of the following areas of constrained electives:
 - Artificial Intelligence
 - Logic and Languages
 - Software System Design

Both of these bachelor's degree programs include SCS electives that students can use to satisfy this breadth requirement before they graduate with their degree. Refer to the [undergraduate course catalog](#) for a list of available SCS courses. BSAI students and BCSA students should include a short paragraph in their two-page statement documenting how they meet, or plan to meet, the BSCS breadth requirement listed above. The courses must be taken before the student starts the Fifth-Year Master's program.

REGISTRATION

Students should work directly with the program manager for course registration of both course and research units to ensure they are completing the appropriate program units each semester. General course registration information is found on the Hub website at: <https://www.cmu.edu/hub/registrar/registration/index.html>

Academic Calendar

The Academic Calendar contains important dates, such registration periods, add and drop deadlines, University holidays and observances, and the final exam period. The Academic Calendar can be found here: <https://www.cmu.edu/hub/calendar/index.html>

Adding, Dropping and Withdrawing from Courses

Newly admitted students will receive information about course registration. The timetable for course registration, as well as for adding and dropping courses is set by the University as published in the official academic calendar, which can be found here: <https://www.cmu.edu/hub/calendar/>

Especially after the end of the Add period, you should consult your Academic Advisor before dropping a class. Frequently you should discuss the situation with your course instructor(s) as well. It is generally quite unwise to drop a class without appropriate consultation.

Students taking undergraduate and master's level courses must follow the procedures and deadlines for adding, dropping, or withdrawing from courses as identified on the academic calendar. Information can be found at <https://www.cmu.edu/hub/registrar/course-changes/index.html>. There is a separate calendar for doctoral level courses.

Course Load

Because courses at Carnegie Mellon are very demanding, the program defines a maximum course load, which may be different for incoming and returning students. Academic Advisors can increase the maximum course load for an individual student, based upon that student's academic plan and achievement. Your Academic Advisor will increase your maximum course load, if needed, to allow you to register for any appropriate schedule. Please seek your Academic Advisor's guidance prior to registering, dropping, or adding classes.

Overlapping Courses

As attendance is expected in all courses, students are not permitted to enroll in courses that overlap in time. Please schedule only courses that you are able to attend.

Restricted Enrollment

Not all classes at Carnegie Mellon are open to all students. Some classes are restricted by program, by year, or by prerequisites. A few require permission of the instructor, portfolio reviews, auditions, etc. Some courses may have reservations governing how many students may enroll from particular programs or seniority levels. If you are encountering difficulty registering for a desired class, please see your Academic Advisor, who may (or may not) be able to help you register for certain courses within the School of Computer Science, and can often offer advice about similar or alternative courses, the likelihood of getting registered, etc.

Course Exemptions and Double Counting

You may request to count one course taken as an undergraduate to satisfy one of the course requirements for the Fifth-Year Master's Program.

No course from the undergraduate degree can be double counted. The course can only be used toward the master's degree if it did not count toward satisfying any part of your bachelor's degree.

Transferring Course Credit from Within Carnegie Mellon

One course taken at Carnegie Mellon prior to matriculation into the master's program may be eligible to be counted toward the program Requirements. These courses cannot satisfy any requirement, including a unit count requirement, of any degree or certification earned prior to, or concurrent with, any portion of the master's program. To request such credit, please email the Program Director explaining your request. This email constitutes permission for the Director or designee to review your prior CMU academic records for this purpose. Your request is not approved until you have received written or email approval from the Director or designee.

Pittsburgh Council on Higher Education (PCHE) Cross-registered Courses

<https://www.cmu.edu/policies/student-and-student-life/transfer-credit-evaluation-and-assignment.html>

Carnegie Mellon University offers students the opportunity to take courses for credit through a cross-registration program (see Pittsburgh Council on Higher Education (PCHE) and Cross-registration below) and through the receipt of transfer credit from other accredited institutions. The Carnegie Mellon University transcript will include information on such courses as follows: Carnegie Mellon courses and courses taken through the university's cross-registration program will have grades recorded on the transcript and be factored into the QPA. All other courses will be recorded on this transcript indicating where the course was taken, but without grade. Such courses will not be considered for academic actions, honors or QPA calculations. (Note: Suspended students may take courses elsewhere; however, they may receive transfer credit only if their college's and department's policies allow this.)

Grading and Evaluation

GRADES

Courses must be taken for a letter grade. In addition, a student's research advisor will assign a letter grade for research units each semester. This grade is assessed based on the research progress during that semester. Students must have a grade of B or higher for a course or research units (15-697) to count towards their master's degree.

A passing grade is B or higher, regardless of the home department or level of the course. A passing grade is required for a course to count toward the Requirements or to serve as a prerequisite for another course. Students are required to achieve a passing grade each of their courses as well as for their research grades; no credit will be given for grades of C or below. The exact course path for each student depends on courses that they have already taken as an undergraduate. Students should discuss their course selection with their research advisor.

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

Minimum QPA

During each semester, students must achieve each of a 3.0 QPA across all courses taken during the semester and also a 3.0 QPA in Qualifying Courses. Furthermore, students must maintain a minimum of a 3.0 QPAs cumulatively across all semesters.

Evaluation of Research Progress

To be considered in good standing your advisor [how is research assessed?]

ACADEMIC REDRESS

Summary of [Graduate Student Appeal and Grievance Procedures](https://www.cmu.edu/graduate/policies/appeal-grievance-procedures.html) for University policy and procedures: <https://www.cmu.edu/graduate/policies/appeal-grievance-procedures.html>

Process for Appealing Final Grades

Final grades will be changed only in exceptional circumstances and only with the approval of the instructor and the department, unit or program. Grading is a matter of sound discretion of the instructor and final grades are rarely changed without the consent of the instructor who assigned the grade.

The following circumstances are the unusual exceptions that may warrant a grade appeal: (a) the final grade assigned for a course is based on manifest error (e.g. a clear error such as arithmetic error in computing a grade or failure to grade one of the answers on an exam), or (b) the faculty or staff member who assigned the grade did so in violation of a University policy.

Preparing for Your Thesis Presentation

THESIS COMMITTEE

Each student should create a thesis committee consisting of their research advisor and a second member. The second member should be a faculty member from the School of Computer Science or someone who has advising privileges in the Computer Science Department. The second person could also be someone who has worked with the student closely in another capacity such as a supervisor from a summer internship. The thesis defense must be held on the CMU Pittsburgh campus and the student as well as the two thesis committee members **must be physically present for the thesis defense**. For the thesis to be considered complete, the thesis committee must also approve the finalized thesis document. Please see: <http://www.cs.cmu.edu/~csd-grad/thesiscommittee.html> (requires authentication).

OBTAIN AN ARCHIVAL TECHNICAL REPORT NUMBER

The student is required to email Catherine Copetas (copetas@cs.cmu.edu) to obtain an archival Technical Report number for the thesis document. Once the thesis is finalized, the document will be archived in the SCS Report Archive.

SCHEDULING YOUR THESIS

- Thesis defenses should only be scheduled during academic periods - not during holidays, weekends, etc. and should be scheduled within normal business hours. Exceptions must be approved by the Program Director of the Fifth Year Master's program.
- The student should coordinate with the committee members and finalize the date of the thesis defense at least one month in advance to allow time for review of the document and comments by the committee. Be sure to check with the program manager before finalizing the date to make sure there are no other presentations scheduled at the chosen time.
- Thesis presentations cannot be scheduled to overlap with other master's thesis defenses or Doctoral proposals and defenses.
- Once you have settled on a date and time, the Program Manager or Graduate Program's Assistant will help you to reserve a room. The room that is reserved for the defense must be available to the public and must accommodate a reasonably large number of people (~30). Please copy your advisor on all correspondence to the Program Manager or Graduate Program's Assistant regarding defense scheduling.
- Thesis defenses are announced at least one week prior to the thesis presentation date. The student will need to send the following required information to the program manager for the thesis defense advertisement:
 1. Date
 2. Time
 3. Place
 4. Thesis Title
 5. Thesis committee members
 6. Thesis Abstract - Less than 350 words describing the thesis in ASCII text.
 7. Link to the shared, draft thesis document formatted as a *.pdf file.

The advertisement will be distributed via electronic communication as well as physical postings.

DAY OF ORAL EXAMINATION

Please arrive at the reserved room for your defense at least 15 minutes in advance to ensure the room is arranged appropriately, that you are able to connect to the audio/visual equipment successfully and you are able to present.

SUBMITTING YOUR THESIS

- Check for proper title page format.
- If you are financially supported by your advisor at Carnegie Mellon, check research credits with Ann Stetser and/or Todd Seth.
- Have your advisor email your final approved document to Catherine Copetas, copying the Program Manager. This notifies the program that your document is finalized and approved by your advisor and allows Catherine to archive the final document.

CERTIFICATION

Once your completed document is turned in, and your advisor notifies the program manager that you have passed your oral defense, certification will be entered into the University system.

Students should refer to the CMU Policy on master's Student Statute of Limitations (www.cmu.edu/policies/student-and-student-life/masters-students-statute-of-limitations.html) regarding guidelines and restrictions which place an upper limit on the maximum length of time allowable for master's degree completion and certification

BEFORE YOU LEAVE

Students should update their diploma mailing address in SIO and should also be sure to note in SIO if they plan to attend their diploma ceremony. If a student does not plan to continue their affiliation with CMU, they should transition their CMU email addresses to a CMU alumni email address.

ACADEMIC POLICIES

INCORPORATION OF APPLICABLE SCS AND UNIVERSITY POLICIES

This handbook describes policies unique to the Fifth-Year Master's Program, as well as some specific University policies of interest to students within the Program. It is however not comprehensive. The program follows University policies and expectations for any policy not explicitly included in this program handbook.

Additionally, the School of Computer Science and the Computer Science Department may adopt policies applicable to students within the Program.

UNIVERSITY POLICIES AND 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 [University-Wide Graduate Student Handbook](#) (Office of Graduate & Postdoctoral Affairs)
- The Word/Student Handbook: www.cmu.edu/student-affairs/theword//index.html
- Academic Integrity Policy: (<https://www.cmu.edu/policies/student-and-student-life/academic-integrity.html>)
- University Policies Website: www.cmu.edu/policies/

ACADEMIC INTEGRITY

Please understand that CMU's standards for academic integrity are high and may differ significantly from the standards at other places you may have studied. Conduct which may be accepted or commonplace elsewhere may result in you failing a class here, and may also lead to stronger sanctions, such as temporary suspension, permanent Dismissal from the Program, and/or expulsion from CMU.

As just one example, we understand that at some institutions it is acceptable to submit code written by somebody else if you can explain it in detail when asked to. At CMU the submission of any code written by anybody else usually counts as an academic integrity violation, often results in a failing course grade, and may result in additional sanctions.

All work you submit must be your own, you must not use the work of others without proper citation, and you must not use resources, including other persons, except as authorized by the course or project for which you are submitting the work. The University Policy on Academic Integrity includes the University expectations around academic integrity and provides definitions of cheating, plagiarism, and unauthorized assistance.

A review of the University's Academic Disciplinary Actions procedures is also recommended:
<https://www.cmu.edu/student-affairs/theword/academic-discipline/index.html>

These procedures outline the process for investigating, reporting, and adjudicating violations of the University Policy on Academic Integrity. The procedures also outline the appeal process.

ENFORCEMENT OF ACADEMIC POLICIES

Any student who fails to achieve the minimum QPA, or otherwise fails to make appropriate progress toward graduation falls out of Good Standing with the Program. The first time a student falls out of Good Standing, the student is subject to Academic Probation, which serves as a warning to the student and may also trigger supportive actions on the part of the program, such as advising meetings and reduced maximum course load.

If, after one semester, the student has not returned to Good Standing, or should a student fall out of Good Standing more than once during the Program, the student is subject to Academic Suspension, which is a mandatory, but temporary, leave from the University. It serves as an opportunity for the student to reevaluate goals, reflect on the requirements for success, and return to the University better prepared to succeed.

Any student, who having ever previously been placed on Academic Suspension, fails to remain in Good Standing, may be Dismissed from the program (i.e., expelled). Dismissal indicates a complete and permanent separation of the student from the Program.

GRANDFATHERING OF REQUIREMENT

A student is generally bound to the Requirements in force at the time of matriculation but may elect to satisfy any curriculum Requirements more recent than those under which they matriculated, e.g. a student matriculating in the 2024-2025 academic year may elect to satisfy the Requirements in force during the 2025-2026 academic year.

Because the master's program is relatively short and in a relatively rapidly changing area, students returning from Leave or Suspension may not be able to return under the same catalogue year, e.g. Requirements, under which they originally matriculated, as the supporting courses may no longer be offered or offered in their original form. Under these circumstances, the Director may approve exceptions to the prior Requirements or require that the returning student satisfy the requirements of more current Requirements, at the Director's option.

Additionally, the Director may revise the Requirements from time to time, so long as these revisions do not unreasonably impede the graduation of those in good standing. The Director may approve exceptions to revised requirements to mitigate the impact of revisions upon those affected.

GRADUATION AND AWARD OF DEGREE

The University's academic regulations govern graduation and the award of academic degrees, including the Fifth-Year Master's degree program. The Director shall not unreasonably withhold the certification for graduation of any candidate who satisfies the Requirements of the Program. But, strictly speaking, neither this certification nor this recommendation guaranty that the University shall award a degree. For example, the University may withhold degrees for individuals who have unsatisfied financial obligations.

PROCESS FOR LEAVE OF ABSENCE

The program follows the University process: <https://www.cmu.edu/hub/registrar/leaves-and-withdrawals/>

The Student Return Policy can be found at the following website: <https://www.cmu.edu/policies/student-and-student-life/return-student.html>

PROGRAM TRANSFER WITHIN CSD, SCS OR CMU

Each degree program within Carnegie Mellon operates according to its own admissions process. Admission into one program does not guarantee admission into any other program, nor does it grant any preference. Students within Carnegie Mellon seeking to transfer into the Fifth-year program should contact the Manager for information about applying. Students within the Program who seek to transfer to another program at Carnegie Mellon should contact that program for information about their requirements and process.

DEFERRED MATRICULATION

Offers for admission into the Program are valid only for the academic year for which they are issued. There is no right to defer an admission offer. Should it be necessary to delay your entry to the Program, it may be necessary to reapply, including payment of any necessary fees.

Should your circumstances necessitate a delay in your matriculation after your acceptance, please contact the Manager or Director to request a deferral, which is granted solely at the discretion of the Program.

Financial Obligations and Policies

The Fifth-Year Master's Program does not offer scholarships or financial assistance. However, some research advisors may be able to provide funding. Students should discuss funding with their research advisor before they apply.

FEES AND TUITION

It is essential that your tuition and other fees be paid on time. The University has a variety of mechanisms to sanction those with delinquent accounts, including withholding degrees, transcripts and registration. Academic departments do not usually receive information about a student's financial situation, so we are unable to help you with financial difficulties and processes. Please contact the HUB for more information about financial policies, procedures, and practices: <http://www.cmu.edu/hub/>

The Program adheres to the University's procedures, policies, and process with respect to the student's financial obligations. These policies can be found here: <https://www.cmu.edu/policies/student-and-student-life/tuition-fees-adjustment.html>

[Neither the department nor the program assess any student fees in addition to the University required student fees.](#)

Graduate Student Support

CAREER

The Career and Professional Development Center is an outstanding resource to guide you as you begin the process of thinking about internships and life after graduation. <http://www.cmu.edu/career>

INTERNATIONAL STUDENTS

The Office of International Education at Carnegie Mellon University is committed to supporting, promoting, and celebrating individuals in an intercultural environment. They advocate for and facilitate international and cross-cultural experiences, perspectives and initiatives. They also help international students with the process of coming into the United States and maintaining legal status here, as well as with the process of settling in within the United States and on campus.

Their website is a great resource and contains their contact information: <https://www.cmu.edu/oie/>

INTELLECTUAL PROPERTY

The Program incorporates the University's policy on intellectual property, which can be found here: <http://www.cmu.edu/policies/documents/IntellProp.html>

PRIVACY AND FERPA

Please review the University's full privacy policy: <https://www.cmu.edu/policies/student-and-student-life/privacy-rights-students.html>

COMPUTING

Carnegie Mellon has a rich computing environment, including OS X-, Linux-, and Windows- based computers, public printers, public wireless networking, and a large library of software licensed for use by students.

More information about these resources can be found on the Computing Services Web pages: <https://www.cmu.edu/computing/start/students.html>

If you need assistance, you can contact the Help Center at 412-268-HELP or advisor@andrew.cmu.edu.

PARKING, TRANSPORTATION, AND SAFETY

Parking & Transportation

Parking on campus is largely based upon an annual fee-for-permit system, although there are a few short-term meters.

For more information about parking on campus, please contact Parking and Transportation Services: <http://www.cmu.edu/parking/>

Public Transit

The Port Authority of Allegheny County (PAT) operates a system of buses and trains that serve the greater Pittsburgh area. Your University ID serves as a pass that allows you to ride most, if not all, of these services for free. You can find routes and schedules here: <https://www.portauthority.org/schedule-finder/>

University Police

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

When off campus, in order to contact the local police, call the emergency dispatcher by dialing 9-1-1 from any cellular or landline phone.

Emergency Medical Assistance

For emergency medical assistance on campus, call the University Police dispatcher at 412-268-2323. In most areas off campus, dialing 9-1-1 will put you in touch with an emergency dispatcher who can summon emergency medical assistance, e.g. an ambulance, for you.