

CMU-ETC Silicon Valley Catalog



Contents

Time Period.....	3
Intended Audience	3
Accreditation	3
Programs Offered	3
ETC Mission and Objectives.....	3
Carnegie Mellon University Mission Statement.....	4
ETC - SV Class Location:	4
Admission Policies:	4
Domestic Student Qualification.....	6
Instruction Language	6
Matriculation to the ETC Silicon Valley location:	6
Curriculum Requirements.....	6
Qualifying Exams and Thesis:	8
ETC-SV Faculty	8
Housing Information:.....	9
ETC-SV facilities, equipment used for instruction, library and other learning resources:	9
Student Services	11
Health/Personal Concerns:.....	11
Career Services	12
Graduate Student Appeal and Grievance Procedures.....	12
Student Rights	12
ETC-SV Location Fees and Charges 2018-2019.....	13
Attendance and Tardiness	14
Academic Achievement	14
Probation and Dismissal Policies	14
Academic Integrity.....	16
General University Policies	16
The Carnegie Mellon Code	16
Carnegie Mellon University Statement of Assurance.....	17
Transfer or Credit Policy	17
STUDENT’S RIGHT TO CANCEL (WITHDRAWAL/LEAVES OF ABSENCE)	18
REFUND POLICY	18
Financial Aid.....	20
Student Tuition Recovery Fund:	20
Notice concerning transfer-ability of credits and credentials earned at our institution	21

Pending petition in bankruptcy	21
Job Classifications	21
Policies on retention of student records.....	21
Questions?	23
Consumer Information	23
Information about the Institution	23

Time Period

This catalog is updated annually and will cover the dates - August 26, 2019 to August 7, 2020.

<https://www.cmu.edu/hub/calendar/docs/1920-academic-calendar.pdf>

Intended Audience

As a prospective ETC-SV student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the [School Performance Fact Sheet](#), which must be provided to you prior to signing an enrollment agreement.

Accreditation

Carnegie Mellon University is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Carnegie Mellon University is accredited through a voluntary, peer-review process coordinated by the Middle States Commission on Higher Education (MSCHE or Middle States). MSCHE is one of six regional accrediting agencies in the United States, each accrediting institutions of higher education within a specific geographic region. Middle States is recognized by the U.S. Department of Education. This recognition enables MSCHE's member institutions to establish eligibility to participate in federal financial aid programs (e.g., federal loans, grants, and work-study) administered by the U.S. Department of Education. Carnegie Mellon University has been accredited by Middle States since 1921. More information regarding accreditation standards and processes and to view the University's re-accreditation reports on the Middle States Accreditation [website](#).

Approval to operate means compliance with state standards as set forth in the California Private Postsecondary Education Act of 2009.

More information on [CMU's consumer information](#) and [state approvals](#) can be found on the university's website.

[School Performance Fact Sheet](#)

[Student Brochure](#)

Programs Offered

The Entertainment Technology Center offers a Master of Entertainment Technology (MET) jointly conferred by the School of Computer Science and the College of Fine Arts. The ETC-SV location offers project and elective courses. Because the ETC's curriculum is both specific and chronologically tight, students may only begin work towards their MET in an "Immersion" first semester. The first semester starts in the fall in Pittsburgh. All students have to start with the first semester curriculum.

ETC Mission and Objectives

Providing leadership in education and applied research that combines technology and art, to explore learning, storytelling, innovation and entertainment, and to create experiences that educate, engage and inspire.

At the ETC, we excel by creating an educational environment in which interdisciplinary students acquire collaboration, creativity and communication expertise while applying their artistic and technical skills through design-based research projects. The ETC balances educational goals, professional development, and engaging experiences; or learn, work, and play.

Carnegie Mellon University Mission Statement

To create a transformative educational experience for students focused on deep disciplinary knowledge; problem-solving; leadership, communication and interpersonal skills; and personal health and well-being.

To cultivate a transformative university community committed to (a) attracting and retaining diverse, world-class talent; (b) creating a collaborative environment open to the free exchange of ideas, where research, creativity, innovation and entrepreneurship can flourish; and (c) ensuring individuals can achieve their full potential.

To impact society in a transformative way - regionally, nationally and globally - by engaging with partners outside the traditional borders of the university campus.

ETC - SV Class Location:

209 Redwood Shores Parkway, Redwood City, CA 91602, Phone (412)268-5791

Carnegie Mellon University Location:

5000 Forbes Avenue, Pittsburgh, PA 15213, Phone (412)268-2000 www.cmu.edu

ETC - Pittsburgh Location:

700 Technology Drive, Pittsburgh, PA 15219 (412)268-5791 www.etc.cmu.edu

Admission Policies:

The ETC-SV location does not have a separate admission's requirements, other than the student to be in good academic standing. Admission to Carnegie Mellon University graduate programs requires demonstration of completed, relevant undergraduate degree programs, as demonstrated by an original transcript from the degree-granting institution during the admission process. To apply to the ETC program, the following materials must be submitted.

1. A completed online Application
2. A completed Statement of Purpose, no more than 3 single spaces pages, in which you discuss: Part 1: Your objective in pursuing a Master of Entertainment Technology degree, including your career goals and your reasons for choosing to apply to Carnegie Mellon. Part 2: Your background in entertainment and/or technology and other fields relevant to your objective. Describe how your academic, industrial or commercial experience prepares you for admission to the ETC. Part 3: Any additional details you wish to give the Admission Committee, including projects on which you have worked.
3. Applicants must submit a GRE Test score, OR a Portfolio, OR Both. If submitting the GRE, all test scores must be reported to the ETC directly, by the Educational Testing Service (ETS). Please use institution code 2074 when having your scores sent to the ETC. (You may leave the department code blank.) Portfolios can be made up of examples of graphic arts, traditional artwork, music, writing, coding, or any other creative medium that highlights your skill set(s). It should include documentation that best represents your talent, abilities and potential.

4. A \$75 application fee payable by credit card. The application fee is non-refundable.

5. Three letters of recommendation from individuals who can attest to your academic or professional qualifications. Recommendation requests are sent directly from the online application system via email to the person writing your recommendation.

6. TOEFL or IELTS scores, if English is not your native language/mother tongue, official scores should be forwarded to ETC by Educational Testing Service (ETS) and be no more than two years old. Please use institution code 2074 when having your scores sent to the ETC. (You may leave the department code blank.) ibTOEFL Requirements: 92 total

- ibTOEFL Listening Subscore 23
- ibTOEFL Reading Subscore 23
- ibTOEFL Speaking Subscore 23
- ibTOEFL Writing Subscore 23

IELTS minimum 7.

7. A copy of official transcripts for all undergraduate and graduate studies mailed to:

Director of Admissions
Entertainment Technology Center
700 Technology Drive
Pittsburgh PA 15219 USA

8. A admission's interview after you have submitted your interview. We will be conducting interviews on site and via Skype. After your application has been submitted, you will be given further instructions.

The ETC does not award academic credit for prior experiential learning.

The ETC does have a Principals of Operations with the National University of Singapore (NUS) for a concurrent degree program for students in computing studies, combining Bachelor of Computing on Communications and Media offered by NUS and an Master of Entertainment Technology (MET) offered by the ETC of CMU.

International students enrolling at the ETC on an F-1 or J-1 visa status will receive their I-20 paperwork from the Office of International Education at no additional costs. Carnegie Mellon's Office of International Education (OIE) advises international students and scholars regarding immigration/visa and acculturation issues, issues visa documents with which international students and scholars may apply for US visas. Visa documents are issued, per federal regulations, upon request from students who are admitted to full-time programs and who have sufficient, demonstrated financial resources. OIE complies with federal reporting requirements with respect to students/scholars on CMU visa documents and educates students with respect to their own responsibilities for maintaining legal status in the US.

All F and J students/scholars are required to attend a mandatory Orientation and Immigration Check-In upon arrival to their CMU campus or location. The OIE orientation provides legally-required information regarding maintaining status. For those students who participate in Optional Practical Training (OPT) or Curricular Practical Training (CPT), mandatory information/application sessions are provided. These sessions are presented remotely,

as needed, by a Carnegie Mellon OIE Designated School Official (DSO). Individual students who have immigration questions or concerns meet with designated OIE advisor during individual, scheduled advising appointments.

For more information, students may view the website or call OIE: <https://www.cmu.edu/oie/foreign-students/index.html> By phone: 1(412) 268-5231

Domestic Student Qualification

Admission to Carnegie Mellon University graduate programs requires demonstration of completed, relevant undergraduate degree programs, as demonstrated by an original transcript from the degree-granting institution during the admission process. Domestic students who graduate from an accredited college or university in the US have demonstrated their English language facility and skill by their success and graduation from competitive undergraduate US institutions.

Instruction Language

All courses within the ETC are taught in English

Matriculation to the ETC Silicon Valley location:

ETC students may wish to remain at the Pittsburgh campus for all of their studies, or they may opt to travel to our site in Silicon Valley. While the opportunity exists for students to study at either location during their studies, all students are required to study in Pittsburgh for at least one project semester. No students will be forced, nor guaranteed, to relocate to Silicon Valley. ETC-SV hosts a limited number of students per semester, so not every student interested in Silicon Valley may get to matriculate there. Students must be in good academic standing in order to be eligible to matriculate to the ETC Silicon Valley location. This is to provide students with the best academic support and educational opportunities, and Pittsburgh is the main campus with the majority of resources.

Curriculum Requirements

(the complete curriculum requirements can be found in the ETC student handbook for the students who entered during the [fall 2018 semester](#))

Semester 1	Fundamentals of the ETC	9 units
	Improvisational Acting	9 units
	Visual Storytelling	12 units
	Building Virtual Worlds	<u>24 units</u>
First Semester total		54 units
Semester 2	Interdisciplinary Project I	36 units
	Open Elective	<u>9-12 units</u>
Second Semester total		45-48 units
Semester 3	Interdisciplinary Project II	36 units
	Open elective	<u>9-12 units</u>
Third Semester total		45-48 units
Semester 4	Interdisciplinary Project III	36 units
	Open Elective	<u>9-12 units</u>
Fourth Semester Total		45-48 units
Total units required for MET		189 – 198

Intergraded Co-Op: during the second year of study (semesters 3 or 4) students can apply for a semester academic co-op with a company ([see requirements in the Student handbook](#))

Elective Requirements:

All ETC students working on a project are required to take an elective course. The course must have a minimum of 9 units with a maximum of 12. Students at the ETC-SV location are able to take the electives offered by the ETC-SV faculty or at the CMU-SV location. Please check the [Schedule of Classes \(SOC\)](#) for a list of courses offered each semester.

Courses offered at the CMU-SV will have a location of San Jose, CA and can include the following departments:

- Information Networking Institute (14xxx);
- Integrated Innovation Institute (49XXX);
- Electrical and Computer Engineering (18XXX)

Please note, students will need to obtain both course instructor and the ETC-SV Director's permission to take the course, registering for the course on SIO does not mean you have permission. If students have any questions on what elective courses, talk with The Director of Student Services, MaryCatherine Dieterle (mb8f@andrew.cmu.edu)

Courses Offered by ETC Faculty

53-607, 53-605, or 53-610 ETC Project Course

The central part of the ETC curriculum is the project course. In this course, students are in small, interdisciplinary teams, creating artifacts under direct faculty supervision. An artifact may be a web site, a piece of software, a piece of hardware, a design document, or a number of other things. Artifacts are typically intended to be prototypes, not production models. Each project team, working with their faculty member, must design what they are going to create, the mechanisms by which they will create it, and then actually create it.

53630 - Entrepreneurship in Entertainment Technology

Offered by Carl in the fall and spring semesters

This course is an introduction to Entrepreneurship designed to develop skills related to entrepreneurship and innovation for non-business students in the Entertainment Technology Center. The course assumes no background courses in business and is appropriate for those who are interested in bringing innovations to market either through new companies or existing companies. The course provides an overview of entrepreneurship and innovation, develops an entrepreneurial frame of mind, and provides a framework for taking ideas from concept to launched product. Students will work in teams to develop both business and practical skills in areas such as creative development, financial planning and financing, business models, organization structures, and management. The class will also include visits with Silicon Valley entrepreneurs or venture capitalists.

53603- Game Design Fundamentals

Offered by Stone during the spring semesters only

This course offers an introduction to the fundamentals of game design through lectures and by building of non-electronic games in a collaborative workshop environment. Topics covered include: history of computer games, writing rules, play balance, statistics and probabilities, layout and level design, psychology and re-playability, atmosphere, design documents and multiplayer issues.

Qualifying Exams and Thesis:

There are no qualifying examinations or master's thesis required for the MET degree.

ETC-SV Faculty

Carl Rosendahl Associate Teaching Professor and Director ETC-SV

Carl is a Distinguished Professor of Practice and the Director of ETC's Silicon Valley campus. Carl joined the ETC in 2008.

Carl graduated with a BSEE from Stanford University in 1979. Seeking a way to combine his passions for filmmaking and technology, he founded Pacific Data Images in 1980. PDI became one of the pioneering and most highly innovative creators of computer animation for film and television. During his 20 years of leading the organization, PDI produced over 700 commercials, worked on visual effects for over 70 feature films and, in partnership with DreamWorks SKG, produced the hit animated film "Antz" and the Academy Award winning "Shrek." Carl received multiple Emmy Awards and in 1998 was recognized with a Technical Achievement Academy Award for PDI's contributions to modern filmmaking. In early 2000 he sold PDI to DreamWorks SKG. From 2000 through 2002, Carl was a Managing Director at Mobius Venture Capital (formerly Softbank Venture Capital) where he focused on investments in the technology and media space.

Carl was a founding board member of the Visual Effects Society (VES) in 1995 and served as the Chair of the Society's Board of Directors from 2004 through 2006. The Visual Effects Society is an organization comprised of over 1,500 visual effects professionals who desire to honor, advance and promote visual effects for its membership and the industry as a whole.

In addition, Carl consults for a number of companies, where he specializes in helping to direct and manage creative organizations that are technology based.

Carl is married and has two sons. He is a practicing amateur musician, enjoys building original projects (such as a functioning electric guitar built with Lego), and participating in outdoor activities such as fly_fishing and wakeboarding.

Melanie Lam Special Faculty

Melanie Lam is a game producer, designer, and alumni of the ETC. Her shipped titles include Shrek the Third, Shrek SuperSlam, MySims, The Sims Franchise and its very prolific expansion pack series. She recently ran an educational game start up in Pittsburgh that utilized technology fresh out of CMU's Robotics Institute and was a prior director of the National High School Game Academy. Melanie is currently at the ETC-SV location as a project instructor. At various times, she claims to be from Singapore, Malaysia, or the UK but mostly considers herself a global citizen with a passion for good, sustainable food.

Stone Librande Adjunct Faculty

Stone Librande has worked in the game industry for over 10 years on games such as Diablo 3 and Spore. He is currently a Creative Director at EA/Maxis where he leads the design of the latest SimCity game.

In addition to his full-time job, he also teaches game design courses at Cogswell College in Sunnyvale, California, and runs design seminars at the Game Developers Conference and at other locations around the world. His walk-in closet holds more than 300 card and board games, including 30 that he has designed himself.

Housing Information:

The ETC-SV location does not have dormitory facilities under its control. It is a student's responsibility to find housing will at the ETC-SV location. There is availability of housing, however, as many apartment complexes and/or room rentals are located within a commutable distance from the ETC-SV location. Housing costs vary, but the average price for a 2 bedroom apartment is \$3300 - \$3800/month. Most students choose to have roommates. While Carl and Melanie cannot act as a real estate agency or rental broker for you, we do have gathered information from prior ETC-SV students as suggestions on locations that may be of interest to you. As always, you can reach out to ETC alumni for guidance.

<http://www.etc.cmu.edu/learn/curriculum/etc-silicon-valley/apartments-information-nearby-etc-sv>

ETC-SV facilities, equipment used for instruction, library and other learning resources:

We are located inside of Electronic Art's Redwood City location. Our space in EA is in one room, with desks close to one another, all of us in one space together. We will have access to a conference room. Your ETC computer will be shipped before the start of the term. You will have access to any learning materials you will need, just like at the ETC-Pittsburgh location. If there is something you will need for the project, just ask Carl and Melanie. (You will also be able to access the gym facilities for a small fee.)

While the ETC-SV does not have a physical library at this location, but you are still able use the CMU library online resources available for students, faculty, and staff. Resources include: 1. Interlibrary Loan, 2 e-book developments, 3. University Libraries Quick Links. Through the Interlibrary loan, students can request books, articles from journals and conferences, technical reports, or other materials to be sent to you. The books will be sent to the CMU-SV location, but you will have to pick it up. The materials may be from Carnegie Mellon libraries in the U.S. or other institutions worldwide. Electronic delivery for many articles is available. ILLiad is the system that our students use to request these items. What ILLiad can be used for:

- To request to borrow a book, a tech report, a thesis, copy of an article, etc.
- Check status of requests
- Edit requests
- Cancel requests
- Update your contact information or delivery preferences
- Request to renew an interlibrary loan

The ILLiad link can be found at <https://illiad.library.cmu.edu/illiad/illiad.dll>.

The first time you use the link you need to provide information about yourself. You only need to do this once. When completing the form, choose these options:

- For **Mailing Address**, state: **Silicon Valley campus**
- For **Delivery Location**, state: **E&S Library**

Ebook developments can be found on our website at <http://guides.library.cmu.edu/svc>.

See below for an example of ebook developments:

We're building quite a collection of digital resources of interest to the Silicon Valley Campus. An eye-opening list is below:

- [AccessEngineering](#)
- This is a "reference tool for professionals, academics, and students that provides seamless access to the world's best-known, most-used collection of authoritative, regularly updated engineering reference information. *AccessEngineering* also comprises dynamic online features, such as instructional, faculty made videos, [calculators](#), interactive tables and charts, as well as personalization tools allowing users to organize crucial project information as they work." *AccessEngineering* includes the well-known [Schaum's Outline](#) series of books.
- [Knovel](#)
- A digital collection of science and engineering reference books. Carnegie Mellon Users Only (including Silicon Valley Campus). Our access to their new collection on Computer Hardware Engineering is now available! You'll also find the books listed in CAMEO - our online catalog.
- [Synthesis Digital Library of Engineering and Computer Science](#)
- "The basic component of the library is a 50- to 100-page 'Lecture'; a self-contained electronic book that synthesizes an important research or development topic, authored by an expert contributor to the field." You'll also find the books listed in CAMEO - our online catalog.

- [Springer e-Books Collection for Computer Science](#)
- Thousands of computer science e-books from the publisher!
- [Springer e-Book Collection for Engineering](#)
- Thousands of engineering e-books from the publisher!
- [Springer e-Book Collection for Mathematics & Statistics](#)
- Thousands of mathematics e-books from the publisher!
- [Plus - General e-Book Collecting from Many Different Publishers](#)
- Since we have students, staff, and faculty in Pittsburgh, Qatar, Africa, and Silicon Valley, we're making a concerted effort to collect whatever e-Books we can so that all of our community can use them. You'll find them in CAMEO - our online catalog!

University Quick Links can also be found on the website at <http://guides.library.cmu.edu/svc>.

Here are examples of some quick links below:

[Articles & Databases](#)

Alphabetical and subject listings of our available databases.

[Cybersecurity](#)

[e-Journals A to Z List](#)

Our automated (partially) method of finding e-Journals that we have access to - even if buried in a full-text database.

[ECE Library Guide](#)

Library research guide for Electrical & Computer Engineering.

[Off-Campus / Wireless Access](#)

EZ Proxy single sign on added as an option!

[University Libraries Home Page](#)

Our home page has links to the simple and advanced search functions for CAMEO - our online catalog.

For additional questions regarding library resources, please contact Matt Marsteller, Head, CMU Science Libraries at matthewm@andrew.cmu.edu or by phone: 412-268-7212

Student Services

Though ETC-SV students are located in Redwood City, they will still have access to student services that occur on main campus. <https://www.cmu.edu/student-affairs/> This includes but is not limited to conference and research funding and check-ins with ETC administration, faculty and leadership. ETC seminars in Pittsburgh are streamed and students will be given opportunities to participate in company visits that may offer interviews, or resume/portfolio reviews that take place in Pittsburgh. Check in with the Director of Career Services for how to sign up for the interviews. ETC seminars can be viewed at <http://stream.etc.cmu.edu/>. Check your weekly emails from Drew for the seminars and look for an email from Steve regarding the stream website address.

The ETC-SV students have at least one field trip and the group will choose where they want to go! Past semesters in SV have gone sailing, to the safari, hiking etc. The ETC-SV Director and faculty will also organize on various company visits as part of the semester networking experience. Students at the ETC-SV location can meet with either Carl or Melanie for on-site connection to various service, like using the EA gym and other facilities on the EA campus. They are also free to reach out to MaryCatherine in Pittsburgh for questions regarding to public transportation, health, personal concerns and activities.

Health/Personal Concerns:

The Director of the ETC-SV location is the point person for any student who is in distress or experiencing a crisis, students are also free to contact their faculty mentors, the ETC Director of Student Services or any of the faculty and staff in Pittsburgh. The ETC-SV faculty will consult with CMU's Counseling and Psychological Services (CaPS) in Pittsburgh to support students in these circumstances.

To further promote student access to physical and mental health services, the ETC-SV students are able to access One Medical, contracted by the CMU-SV campus, to provide students with local, timely access to health care. All students, staff, and faculty are now provided with a membership to One Medical, which provides same day and next day appointments at any of their locations. There are three main locations near the SV campus. The company also provides 24/7 support via their mobile app, including video consultations with a doctor. All full time students are also required to have health insurance. CMU's student health insurance department helps students to enroll, waive (if they have insurance that meets the university requirements) and navigate and use insurance.

Career Services

Career Services for the Silicon Valley students begins their first year at the ETC in Pittsburgh. All students start in Pittsburgh and take the Fundamentals course their first semester. In this course, they are given skills and information via a professional and career development track in the class. This track provides the needed knowledge, skills and contacts for them to begin their career development through the use of panels, workshops, and one-on-one meetings and reviews. Between 30 - 35 employers come to the ETC per year and allow students to receive feedback on their projects, meet one-on-one or small groups with employers, and attend employer sponsored tech talks. There are 4 major career fairs on CMU's Main Campus each year and the ETC students are made aware of the fairs and encouraged to attend if it meets their career goals. January, prior to the start of the semester, all 1st year students are taken to Los Angeles and San Francisco for a series of employer site visits and alumni dinners. Career development workshops and services continue into semesters 2, 3, and 4 and provide support to all ETC students as they continue to refine their career choices and narrow down internship and full time employment opportunities.

The Silicon Valley students have spent their first year in Pittsburgh and have participated in all these professional development activities and go to the SV campus with these skills. Also, they have established a relationship with the director or career services in Pittsburgh and know they can reach her via email to have questions answered, set up phone appointments, or connect over the annual Game Developers Conference held in San Francisco each March if they want a face to face meeting.

Also greatly supporting the Silicon Valley students are the two faculty members embedded with them. Both faculty members have vast professional experience and networks which they share with the students. They arrange employer site visits for the students and encourage them to continue to build their professional network. They provide resume reviews, job search strategies and provide professional development support to the Silicon Valley students.

Graduate Student Appeal and Grievance Procedures

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

Graduate students will find the Summary of Graduate Student Appeal and Grievance Procedures on the Graduate Education Resource webpage. This document summarizes processes available to graduate students who seek review of academic and non-academic issues. Generally, graduate students are expected to seek informal resolution of all concerns within the applicable department, unit, or program before invoking formal processes. When an informal resolution cannot be reached, however, a graduate student who seeks further review of the matter is to follow the formal procedures outlined on the site. These appeal and grievance procedures shall apply to students in all graduate programs of the University. Students should refer to the department-specific information in this handbook for department and college information about the administration and academic policies of the program. Additionally, students may confer with the graduate student ombudsman, Assistant Vice-Provost Suzie Laurich-McIntyre, on issues of process or other concerns as they navigate conflicts.

Student Rights

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

The WORD

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

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

University policies can also be found in full text at: <http://www.cmu.edu/policies/>.

ETC-SV Location Fees and Charges 2019-2020

Charge	Academic Year	Semester	Notes
Tuition *	\$50,894.00	\$25,447.00	Prorated upon withdrawal/leave of absence, Refer to Refund Policy provisions
Technology Fee	430.00	215.00	Non-refundable after the 10th class day of the relevant semester. Refer to Refund Policy provisions
Books and Supplies (estimated)	2,212.00	1,106.00	Cost for entire program (estimated) Used, digital and rented and other factors may reduce/increase actual costs
Health Insurance **	2,627.00	2,627.00	Mandatory charge for all full time CMU students.
Student Tuition Recovery Fund (STRF)	0.00	0.00	Non-Refundable (\$.00 for every \$1,000 rounded to the nearest \$1,000)
Total estimated costs	\$56,163.00	\$29,392.00	

*Please note the above tuition rate is for reference only. For the actual tuition rate for your department or program of study, please reference your student account on [SIO](#) or follow up with your departmental administrator.

**This is an estimated amount. Details on Health Insurance Eligibility, Enrollment, Waivers, Charges and Cancellations can be found on [University Health Service's website](#).

As a student at Carnegie Mellon University, the student is responsible and obligated to Carnegie Mellon University for the timely payment of Carnegie Mellon University tuition, fees and other charges incurred by the student on the student's behalf while at Carnegie Mellon University (collectively, the "student financial obligation"), regardless of the student's expected reliance on third-party resources such as financial aid, family gifts, employer reimbursement, government assistance or other similar resources. However, the student is not responsible or obligated for such tuition, fees and/or other charges to the extent (and only to the extent) that Carnegie Mellon University has expressly agreed, in a writing signed by an authorized representative of Carnegie Mellon University, with the relevant third-party resource that the third-party resource, rather than the student, is responsible or

obligated to Carnegie Mellon University (and, in such case, the portion for which the student is not responsible or obligated will not be treated as the student's financial obligation)

Attendance and Tardiness

The program will require attendance at various seminars, meetings, lectures, presentations, and demonstrations. These events will be announced in advance as mandatory meetings. Exceptions to this policy are at the sole discretion of the Director. Punctuality is expected. If students must be late or absent for any reason, please contact the Director in advance to discuss their personal situation, and a reasonable solution will be discussed. After two unexcused absences, each additional unexcused absence will reduce the student's grade in that semester's project course by 1/3 of a letter grade. Note all individual courses have their own attendance policies that will be stated in their syllabi.

Academic Achievement

Academic Continuation

Good Standing:

A student is in good standing if:

- They have made a B, 3.0, or higher on their core courses.
- They have made a C, 2.0, or higher on their elective courses.
- They maintain an overall GPA of 3.0 or higher.
- They have not received a negative academic review (nor two remedial academic reviews) during either of the semesters of their first year of study.
- And they are making good progress towards their degree as evidenced by meeting the academic and community expectations of the program.

Probation and Dismissal Policies

At the end of each semester, after final grades have been posted, the academic performance of each student is reviewed. The GPA for academic review is computed based on the guidelines for graduation requirements.

Good academic standing eligibility for; coops, student-defined semesters, graduate assistant positions, and matriculation to the ETC Silicon Valley for the fall semester, is determined by the core course grades and QPA at the end of the previous spring semester.

Good academic standing eligibility for coops for the spring semester is determined by the core course grades and QPA at midterm of the previous fall semester.

Not in Good Standing (Academic Probation):

A student is not in good standing if any of the below conditions hold true:

- They have made a B- on any of their core courses.
- They have made a C- or lower on an elective course (or dropped an elective so there are no elective units earned during a project semester).
- They receive a negative academic review in one semester.
- They receive two remedial academic reviews in one semester.

- They violate CMU's academic integrity policies.
- Their overall QPA is below a 3.0.

Students not in good standing are placed on Academic Probation for the following semester.

During the probationary semester, a student on Academic Probation must:

- Maintain a B or above in all their courses.
- Have an overall QPA of 3.0 or above.
- Not receive a negative academic review.
- Not receive two remedial academic reviews.

A student who has made a C- or lower on an elective, will have to seek approval to take a probationary 6 unit independent study course the following semester along with their normal 12 unit elective.

A student who has made a C- or lower on two electives, will have to seek approval for a probationary student-defined semester in which they have to make a B or higher on all four courses.

Students who maintain these minimum grade and performance requirements are released from probation.

Students who don't maintain these minimum grade and performance requirements will be suspended from the program.

Students on Academic Probation the final semester of study in the program can only graduate if they meet the academic requirements listed above and below, and the graduation requirements of having a QPA of at least 3.0.

Not in Good Standing (Academic Suspension):

A suspended student will not be eligible to take any courses for a semester, not participate in any ETC activities, and then must petition, following the appeal process below, to remain in the program. A student will be suspended if any of the below conditions hold true:

- They make below a B- on a core course (or drop a core course without also taking a Leave of Absence)
- They make a B- on more than one core course (even if the multiple courses all occur within their first semester)
- They make a C- or lower on two electives (or two electives are dropped so there are no elective units earned during two project semesters)
- Their QPA is below a 3.0 for two semesters
- They receive a negative academic review twice during their first year of study (even if the multiple academic reviews occur within one semester).
- They receive a remedial academic review four times during their first year of study.
- They are on academic probation and don't maintain a B or above in all their courses, or don't have an overall QPA of 3.0 or above, or receive a negative academic review (or two remedial academic reviews) during that semester.
- Two of the following three conditions occur during a semester:
 - they make a B- on a core course;
 - they receive a negative academic review (or two remedial academic reviews);
 - their overall QPA is below a 3.0.

If reinstated, students will return on Academic Probation.

Not in Good Standing (Dropped from the Program):

A student being dropped from the program is an academic action that is final and not appeal-able. A student will be dropped from the program if:

- They get placed on academic probation for a third time.
- Their overall QPA is so low that it is mathematically impossible for them to obtain the 3.0 QPA required to graduate.
- They were suspended and then reinstated upon approval of their petition to remain in the program, and while on Academic Probation, they do not;
 - Maintain a B or above in all their courses.
 - Have an overall QPA of 3.0 or above.
 - Avoid receiving a negative academic review.
 - Avoid receiving two remedial academic reviews.

Academic Integrity

Students at Carnegie Mellon are engaged in intellectual activity consistent with the highest standards of the academy. The relationship between students and instructors and their shared commitment to overarching standards of respect, honor and transparency determine the integrity of our community of scholars. The actions of our students, faculty, and staff are a representation of our university community and of the professional and personal communities that we lead. Therefore, a deep and abiding commitment to academic integrity is fundamental to a Carnegie Mellon education. Honesty and good faith, clarity in the communication of core values, professional conduct of work, mutual trust and respect, and fairness and exemplary behavior represent the expectations for ethical behavior for all members of the Carnegie Mellon community.

General University Policies

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 on-line at: <http://www.cmu.edu/student-affairs/theword/code.html>.

Carnegie Mellon University Statement of Assurance

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

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

The Statement of Assurance can also be found on-line at: <https://www.cmu.edu/policies/administrative-and-governance/statement-of-assurance.html>.

Transfer or Credit Policy

Transfer Courses and PCHE

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 taken into account 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.) For more information, visit:

<https://www.cmu.edu/policies/student-and-student-life/cross-college-university-registration.html>

<https://www.cmu.edu/hub/registrar/registration/cross/index.html>

The ETC will only accept PCHE transfer credits for elective courses, not for any of the core courses nor for our graduate concentrations due to the unique nature of our program. Transfer credits must have a minimum grade of a B, 3.0, or higher. The Director and Director of Student Services will evaluate requests for transfer credits through review of the accreditation status of the sending institution, the course syllabus and student work product to determine if there is an educational relation with the academic mission and goals of the MET.

The ETC does not award academic credit for prior experiential learning.

The ETC does have a Principals of Operations with the National University of Singapore (NUS) for a concurrent degree program for students in computing studies, combining Bachelor of Computing on Communications and Media offered by NUS and an Master of Entertainment Technology (MET) offered by the ETC of CMU.

The university's policy on Transfer Credit Evaluation and Assignment is available at the following link: <http://www.cmu.edu/policies/>

STUDENT'S RIGHT TO CANCEL (WITHDRAWAL/LEAVES OF ABSENCE)

A student has the right to cancel the student's Enrollment Agreement by either taking a leave of absence from the Program (leaving Carnegie Mellon University temporarily with the firm and stated intention of returning) or by withdrawing from the Program (leaving Carnegie Mellon University with no intention of returning). If the student withdraws or take a leave of absence from Carnegie Mellon University, the student may be eligible for a tuition adjustment or a refund of certain fees (excluding any Application Fee, Registration Fee and Enrollment Deposit).

To cancel the student's Enrollment Agreement and take a leave of absence or withdraw, the student must complete Carnegie Mellon University's Leave of Absence or Withdrawal form, as applicable, and return it to Carnegie Mellon University's Registrar's Office, at 5000 Forbes Ave., Warner Hall A12, Pittsburgh, PA 15213. The Leave of Absence and Withdrawal forms, and additional information about leaves of absence and withdrawal, can be found on Carnegie Mellon University's website at <https://www.cmu.edu/hub/registrar/leaves-and-withdrawals/>.

If the student notifies Carnegie Mellon University of the student's intent to withdraw or take a leave of absence, the student's official date of withdrawal or leave of absence is the earliest of:

- The date the student began the student's withdrawal or leave of absence process at Carnegie Mellon University;
- The date the student notified the student's home department at Carnegie Mellon University;
- The date the student notified the associate dean of the student's College at Carnegie Mellon University; or
- The date the student notified the Carnegie Mellon University Dean of Student Affairs.

If the student does not notify Carnegie Mellon University of the student's intent to withdraw or take a leave of absence, the student's official date of withdrawal or leave of absence is:

- The midpoint of the relevant semester in which the student withdraws or takes a leave of absence;
- The last date the student attended an academically-related activity such as an exam, tutorial or study group, or the last day the student turned in a class assignment.

REFUND POLICY

A. Refunds in General. Students who withdraw from the Program or take a leave of absence after having paid the current semester's tuition and fees or receiving financial aid are subject to the following refund and repayment policies. No other charges are refundable.

B. Exit Counseling. All borrowers of Federal student loans must complete a Federally mandated exit counseling session when graduating or dropping to less than half-time enrollment status, including by withdrawing or taking a leave of absence. Exit counseling prepares students for repayment. Students must complete an exit counseling session in its entirety, with complete and correct information; otherwise, the

student's degree, diploma and official transcripts may be withheld. Information about exit counseling sessions can be found on Carnegie Mellon University's website at <https://www.cmu.edu/sfs/financial-aid/exit-counseling.html>.

C. Withdrawals/Leaves On or Before 10th Class Day (during the Cancellation Period). Students who withdraw or take a leave of absence on or before the 10th class day of the relevant semester will receive a refund of 100% of tuition and fees (excluding any Application Fee or Registration Fee and Enrollment Deposit).

D. Withdrawals/Leaves after 10th Class Day (after the Cancellation Period). Students who withdraw or take a leave of absence after the 10th class day of the relevant semester but before completing 60% of the semester will be assessed tuition based on the number of days completed within the semester. This includes calendar days, class and non-class days, from the first day of classes to the last day of final exams. Breaks which last five days or longer, including the preceding and subsequent weekends, are not counted. Thanksgiving and Spring Break are not counted. STRF will be adjusted accordingly with any adjustment of tuition. There is no tuition adjustment after 60% of the semester is completed. There is no refund of University fees after the 10th class day of the relevant semester.

E. Tuition Adjustment Appeals. Students may appeal to have tuition adjustments for their leave of absence or withdrawal if they feel that they have extenuating circumstances. These appeals will be reviewed in the context of Carnegie Mellon University's tuition adjustment policy, as stated above. These appeals must be made in writing to Carnegie Mellon University's Registrar using Carnegie Mellon University's Tuition Appeal Adjustment form. Information about Carnegie Mellon University's tuition adjustment policy and tuition adjustment appeals can be found on Carnegie Mellon University's website at <https://www.cmu.edu/sfs/tuition/adjustment>.

F. Repayment to Lenders/Third Parties. If any portion of refundable tuition and/or fees was paid from the proceeds of a loan or third party, the refund may be sent to the lender, third party or, if appropriate, to the Federal or state agency that guaranteed or reinsured the loan, as required by law and/or Carnegie Mellon University policy. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

G. Responsibility for Loan. If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received Federal student financial aid funds, the student is entitled to a refund of moneys not paid from Federal student financial aid program funds. If the student is eligible for a loan guaranteed by the Federal or state government and the student defaults on the loan, both of the following may occur: 1) The Federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. 2) The student may not be eligible for any other Federal student financial aid at another institution or other government assistance until the loan is repaid.

Financial Aid

Meeting the cost of a graduate education is a significant investment. Carnegie Mellon University is committed to making it financially possible for graduate students to enhance educational development and reach their career goals. There are many financial aid resources available to students pursuing graduate studies at Carnegie Mellon University. Carnegie Mellon University participates in a number of Federal and state financial aid programs.

Student Tuition Recovery Fund:

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Notice concerning transfer-ability of credits and credentials earned at our institution

The transfer-ability of credits you earn at Carnegie Mellon University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Master of Entertainment Technology you earn in the Entertainment Technology Center is also at the complete discretion of the institution to which you may seek to transfer. If the Master of Entertainment Technology that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Carnegie Mellon University to determine if your Master of Entertainment Technology will transfer.

Pending petition in bankruptcy

Carnegie Mellon University does not have a pending petition on bankruptcy, is not operating as a debtor in possession, has not filed a petition with in the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq).

Job Classifications

A list of the job classifications that the ETC program prepares its graduates for can be found here:

<http://www.etc.cmu.edu/learn/curriculum/etc-silicon-valley/etc-silicon-valley-school-catalog/etc-graduate-job-classifications>

Policies on retention of student records.

The policy of Carnegie Mellon University is to ensure the safety, accessibility, confidentiality, and good condition of the permanent record of every Carnegie Mellon student, past and present.

Carnegie Mellon University (CMU), established in 1900, holds all permanent records of our students (current and former) in the University Registrar's Office. We maintain original paper records in an offsite secure climate-controlled underground storage facility along with a microfilmed copy of each record. In addition, a copy of microfilmed records also resides in the University Registrar's Office in Pittsburgh, PA. This includes all students globally, include those students studying at our California teaching location and instructional sites. CMU has established the University Registrar's Office as the official data steward of all student records.

Historical Records 1906-1989

For every student enrolled at Carnegie Mellon University as a new or continuing student prior to the fall semester, 1989, and dating back to 1906, the University Registrar's Office of Carnegie Mellon University maintains a complete permanent record, whether the student is degree-seeking or non-degree seeking, whether enrolled for credit or not within the student's official transcript. The official transcript provides brief personal information to identify the student as unique. It contains courses, units and grades; semester and cumulative grade point averages; all degrees earned; transfer credit or advanced placement and dean's list indications.

The University Registrar's Office has established and maintains within a microfiche copy of good, readable, and reproducible quality of the student's permanent record in a secured records unit. A secondary permanent microfilm copy of all records will be maintained in good condition in the climate-controlled, fire-proof, limited-access security at an offsite facility.

Modern Records 1989-Current

For every student enrolling at Carnegie Mellon University as a new or continuing student beginning in fall semester, 1989, the University Registrar's Office of Carnegie Mellon University will establish and maintain within an electronic data file in the University Student Services Suite (S3, our student information system) a complete permanent record, whether the student is degree-seeking or non-degree seeking, whether enrolled for credit or not. The University Registrar's Office staff will, under the direction of the University Registrar, add to the electronic record such new information as pertains to the student's demographic and academic record as it becomes available, semester-by-semester, and as the student progresses in his/her career at Carnegie Mellon University.

Daily, the Carnegie Mellon University Computing Services Division will perform a backup of all databases that have been altered during that day. Weekly, the Computing Services Division will perform a complete backup of all records within the student data file. The Computing Services Division staff will store the daily backups in the climate-controlled, fire-proof, limited-access security facility in the Computer Operations center in Cyert Hall on the Carnegie Mellon University campus. Upon successful completion of the monthly backup, the Computing Services Division staff will securely transfer the weekly and monthly backups from the preceding month to climate-controlled, fire-proof, secured vault at an offsite facility.

Cessation of Operations

In the unlikely event that CMU (which has existed for more than 100 years) ceases to exist, it will make appropriate arrangements to comply with clauses (1) and (2) for all its students consistent with the Commonwealth of Pennsylvania statutes and law. I have an informal plan and agreement with the

University of Pittsburgh's University Registrar's Office, that should either school cease, we would exchange student records.

Questions?

If you have any questions regarding this catalog, please feel free to contact MaryCatherine Dieterle, ETC Director of Student Services, 700 Technology Drive, Pittsburgh PA 15219, email mb8f@andrew.cmu.edu, or telephone (412)268-4540.

As required for compliance with U.S. Federal Program Integrity Regulations, [state official/agency contact information](#) for each U.S. state/territory that could handle a student's complaint is provided.

California Residents: Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at (2535 Capitol Oaks Drive Suite 400, Sacramento, CA 95833, P.O. Box 980818, West Sacramento, CA 95798-0818 www.bppe.ca.gov, by toll-free telephone number (888)370-7589 or by fax (916)263-1897.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888)370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov.

While this catalog is specific to an academic experience at the ETC-SV location, there are several other resources and offices graduate students are encouraged to consult during their tenure at Carnegie Mellon University.

- The Word/Student Handbook: www.cmu.edu/student-affairs/theword//index.html
- Academic Integrity Website: <https://www.cmu.edu/student-affairs/ocsi/academic-integrity/index.html>
- University Policies Website: www.cmu.edu/policies/
- Graduate Education Website: <http://www.cmu.edu/graduate/policies/index.html>
- ETC Student Handbook : <http://www.etc.cmu.edu/wp-content/uploads/2013/08/etc-studenthandbook-2017.pdf>

Consumer Information

Below is a summary of consumer information made available to all Carnegie Mellon University prospective and current students as required by the Higher Education Act of 1965, as amended. Required Disclosure have been categorized into five topics. Each disclosure gives a brief description of information that is required to be disclosed and explains how it can be obtained. This information may be changed from time to time as required.

If you need assistance or would like a paper copy, contact the Student Financial Aid Office, 5000 Forbes Avenue, Warner Hall, Pittsburgh, PA. If you wish to speak with a representative about the information contained here, please contact Associate Director Catherine Demchak at (412) 268-1353.

[Information about the Institution:](#)

[Accreditation Information](#)

Carnegie Mellon University is accredited by the Middle States Commission on Higher Education (MSCHE), 3624 Market Street, 2nd Floor West, Philadelphia, PA 19104 (www.msche.org). The Commission may be contacted by telephone at 267-284-5000 or via email at info@msche.org or espanolinfo@msche.org (Spanish/Español). The university's current "Statement of Accreditation Status" can be found at, <https://www.msche.org/institution/>.

State Approvals

Carnegie Mellon University is licensed to operate in the states listed below. Individuals may contact the relevant agency for more information or information about how to file a complaint.

California

Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0818
Telephone: 888-370-7589
Email: bppe@dca.ca.gov
Website: www.bppe.ca.gov

New York

New York State Education Department
Office of Higher Education
Room 977 Education Building Annex
Albany, NY 12234
Telephone: 518-486-3633
Email: hedepcom@nysed.gov
Website: www.highered.nysed.gov

Pennsylvania

Pennsylvania Department of Education
Office of Postsecondary and Higher Education
333 Market Street, 12th Floor
Harrisburg, PA 17126-0333
Telephone: 717-783-8228
Email: ra-collunivseminfo@pa.gov
Website: www.education.state.pa.us

Washington, D.C.

Office of the State Superintendent of Education
Government of the District of Columbia
810 First Street NE 9th Floor
Washington, DC 20002
Telephone: 202-727-6436
Email: osse@dc.gov
Website: osse.dc.gov

Inquiries regarding the university's accreditation status or authorization to operate in any of the above states may be directed to: Associate Vice President / Director of Enrollment Services, Carnegie Mellon University, 5000 Forbes Avenue, Pittsburgh PA 15213, telephone: 412-268-5399, email: krieg@andrew.cmu.edu.

Distance Education, State Authorization and Reciprocity Agreement (SARA)

The State Authorization Reciprocity Agreement (SARA) is an agreement among member states, districts, and territories in the United States, which establishes national standards for interstate offering of postsecondary distance education courses and programs. It is intended to standardize the process of offering online courses and programs by postsecondary institutions located in states other than the state in which the enrolled student(s) are residing. SARA is overseen by a national council (NC-SARA) and administered by four regional education compacts.

Carnegie Mellon University has been approved by the Commonwealth of Pennsylvania to participate in NC-SARA and was accepted as a SARA institution on May 2, 2017; additionally, Carnegie Mellon secured approval through NC-SARA on May 18, 2017. Carnegie Mellon University is listed as an approved, participating institution on the NC-SARA website (<http://www.nc-sara.org/>). At this time, 49 of the 50 United States are SARA members. California is not a member of SARA; however, Carnegie Mellon is able to offer online education to California residents.

Except where prohibited by applicable law, students who reside outside of the United States generally are not restricted from enrolling in our online programs. Some online programs do require in-person attendance at one of Carnegie Mellon's teaching locations (e.g., Carnegie Mellon's Pittsburgh, Pennsylvania campus) for short portions of the program. Students interested in enrolling in a specific online program are encouraged to contact the person designated by the online program for questions about the program's requirements or enrollment.

Copyright Infringement Policies

Carnegie Mellon University takes copyright violation seriously. Besides raising awareness about copyright law, it takes appropriate action in support of enforcement as required by policy and law. United States copyright law (<http://www.copyright.gov/>) "protects the original works of authorship fixed in any tangible medium of expression, from which they can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device".

The University's Fair Use Policy (<http://www.cmu.edu/policies/administrative-and-governance/fair-use.html>) states that all members of the University must comply with US copyright law and it explains the fair use standards for using and duplicating copyrighted material. In addition, the policy prohibits the duplication of software for multiple uses, meeting the Digital Millennium Copyright Act (DMCA) (<http://www.copyright.gov/legislation/dmca.pdf>) requirements. The DMCA criminalizes the development or use of software that enables users to access material that is copyright protected. Furthermore, the Computing Policy (<http://www.cmu.edu/policies/information-technology/computing.html>) prohibits the distribution of copyright protected material via the University network or computer systems, unless the copyright owner grants permission.

The Higher Education Opportunity Act of 2008 (Public Law 110-315) Section 488, requires institutions of higher education to annually inform students that "unauthorized distribution of copyrighted material, including

unauthorized peer-to-peer file sharing, may subject the students to civil and criminal liabilities". Carnegie Mellon does this by publication of a news article on Computing Services' website or via mass mail communication each semester. The law goes on to require institutions "to provide a summary of penalties for violation of Federal copyright laws, including disciplinary actions that are taken against students who engage in unauthorized distribution of copyrighted materials using the institution's information system." Copyright protected materials can include, but are not necessarily limited to:

- Music
- Movies or other videos
- Literary works
- Software
- Digital images or libraries

Cost of Attending the University

Actual tuition and fee charges can be found on the Student Financial Services' website at <https://www.cmu.edu/sfs/tuition/index.html>.

For estimated books and supplies, room and board, and personal/miscellaneous expenses view the cost of attendance for,

Graduate program at <https://www.cmu.edu/sfs/tuition/graduate/index.html>.

Descriptions of Academic Programs

Information on the university's graduate academic programs and degree offerings is available from the various schools/colleges and admitting offices. Links to those programs can be found at <https://www.cmu.edu/academics/index.html>.

Faculty

Information on the university's faculty and instructional personnel is **available from individual schools/colleges. This information can be found on the university's academics website at <https://www.cmu.edu/academics/index.html>.**

Facilities & Services for Disabled Students

The Office of Disability Resources provides responsive and reasonable accommodations to students who self-identify as having a disability, including physical, sensory, cognitive and emotional disabilities. If you would like to learn more about the services and accommodations provided by the Office of Disability Resources, visit their website at <https://www.cmu.edu/disability-resources/students/>. To discuss your accommodation needs, please email us at access@andrew.cmu.edu or call us at 412-268-6121 to set up an appointment.

Student Privacy & FERPA

One of the most significant changes a parent or guardian experiences in sending a student to college is the difference in privacy standards for educational records. Carnegie Mellon values the student's right to privacy. The university adheres to a federal law called the Family Educational Rights and Privacy Act (also called FERPA or the Buckley Amendment) that sets privacy standards for student educational records and requires institutions to publish a compliance statement, including a statement of related institutional policies. For more detailed information, view the university's brochure at <https://www.cmu.edu/hub/privacy/ferpa-brochure.pdf>.

Return to Title IV Funds Policy and Procedural Statement

Policy Reason

The U. S. Department of Education requires that the university determine the amount of Federal Title IV aid earned by a student who withdraws or fails to complete the period of enrollment. The university must determine the earned and unearned portions of Title IV aid as of the date the student ceased attendance based on the amount of time the student spent in attendance. Up through the 60% point in the period of enrollment, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive. For a student who withdraws after the 60% point-in-time, there are no unearned funds. Federal regulations can be found at:

Federal Student Aid Handbook, Volume 5

Chapter 1 Withdrawals and the Return of Title IV Funds 34 CFR 668.22

Policy and Procedural Statement

At Carnegie Mellon Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive.

If a recipient of Title IV grant or loan funds withdraws from a school after beginning attendance, the amount of Title IV grant or loan assistance earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, the unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a Post-withdrawal disbursement of the earned aid that was not received.

Carnegie Mellon determines the Withdrawal Date and Date of Determination to complete the return calculation. A student's withdrawal date and date of determination varies depending on the type of withdrawal. When a student provides official notification to Carnegie Mellon through the Student Leave of Absence and Withdrawal Process, the withdrawal is defined as official withdrawal. When the student does not complete the Student Leave of Absence and Withdrawal Process and no official notification is provided by the student it is considered an unofficial withdrawal.

Leave of Absence/Withdrawal Process

A student may leave Carnegie Mellon by either taking a leave of absence (leaving the university temporarily with the firm and stated intention of returning) or by withdrawing from the university (leaving the university with no

intention of returning). Students choosing to take a leave of absence should first contact their academic advisor to discuss their plans while on leave and to work out any conditions that may be necessary for a smooth return to Carnegie Mellon. A student deciding to leave the university should take the following steps:

- Complete a Leave of Absence or Withdrawal Form.
- The form must include **all** necessary signatures or the process will not be completed.
- Return the completed form to the University Registrar's Office, 5000 Forbes Ave., Warner Hall A12, Pittsburgh, PA 15213.

Determination of Withdrawal Date

Official Withdrawals (Notification Provided by the Student)

Those withdrawals defined as official are processed in accordance with federal regulations. The Office of the Registrar provides information that identifies which students have processed a Student Leave of Absence and Withdrawal Form for each semester. This information includes the Date of Withdrawal, the Date of Determination, Withdrawal/Leave Status (LA, LS, & W2) and the semester of attendance. This information is maintained in the student's academic file and in the university's Student Information System.

For students who notify the university of their intent to withdraw or take a leave of absence, the official date of withdrawal or leave of absence is the earliest of:

- Date the student began the withdrawal or leave of absence process;
- Date the student notified his or her home department;
- Date the student notified the associate dean of his or her college; or
- Date the student notified the dean of students.

Unofficial Withdrawal (No Official Notification Provided by the Student)

For a student who withdraws without providing notification to Carnegie Mellon, the institution determines the withdrawal date using defined criteria. This category of withdrawals includes students that drop out and students that do not earn a passing grade.

To identify the unofficial withdrawals the Registrar develops a preliminary list of students that did not complete the semester by reviewing the final student grade reports. The list includes all students with: a) semester units carried, b) 0 semester units passed, c) 0 quality points earned, and d) 0.0 QPA. The Registrar contacts the academic divisions about each student to determine if the student actually completed the semester and earned the grades (0.0) or failed to complete the semester and did not notify the university of their status.

For students who do not notify the university of their intent to withdraw or take a leave of absence, the official date of withdrawal or leave of absence is:

- The midpoint of the semester;
- The last date the student attended an academically-related activity such as an exam, Tutorial or study group, or the last day a student turned in a class assignment.

Date of Determination that the Student Withdrew

Carnegie Mellon is not required to take attendance and the Date of Determination that a student withdrew varies depending upon the type of withdrawal: Official or Unofficial.

1. For withdrawals where the student **provided *Official Notification*** the Date of Determination is: The student's withdrawal date, or the date of notification, whichever is later.
2. For withdrawals where the student **did not provide *Official Notification*** the Date of Determination is: The date the institution becomes aware the student has ceased attendance.

For a student who withdraws without providing notification to the institution, the institution must determine the withdrawal date no later than 30 days after the end of the enrollment period.

Calculation of Earned Title IV Assistance

The withdrawal date is used to determine the point in time that the student is considered to have withdrawn so the percentage of the period of enrollment completed by the student can be determined. The percentage of Title IV aid earned is equal to the percentage of the period of enrollment completed.

The amount of Title IV federal aid earned by the student is determined on a pro-rata basis up to the end of 60% of the semester. If the student completed 30% of a term, 30% of the aid originally scheduled to be received would have been earned. Once a student has completed more than 60% of a term, all awarded aid (100%) has been earned. The percentage of federal aid earned and the order in which the unearned aid is returned are defined by federal regulatory requirements.

The calculation of earned Title IV funds includes the following grant and loan funds if they were disbursed or could have been disbursed to the student for the period of enrollment for which the Return calculation is being performed:

- Pell Grant
- Iraq and Afghanistan Service Grant
- TEACH Grant (not available at Carnegie Mellon)
- FSEOG Grant
- Federal Direct Loan

Institutional Charges

Institutional charges are used to determine the portion of unearned Title IV aid that the school is responsible for returning. Carnegie Mellon ensures that all charges for tuition, fees, room and board, as well as all other applicable institutional charges are included in the return calculation. Institutional charges do not affect the amount of Title IV aid that a student earns when he or she withdraws.

The institutional charges used in the calculation usually are the charges that were initially assessed the student for the period of enrollment. Initial charges are only adjusted by those changes the institution made prior to the student's withdrawal (for example, for a change in enrollment status unrelated to the withdrawal). If, after a student withdraws, the institution changes the amount of institutional charges it is assessing a student, or decides to eliminate all institutional charges, those changes affect neither the charges nor aid earned in the calculation.

Return of Unearned Funds to Title IV

If the total amount of Title IV grant and/or loan assistance that was earned as of the withdrawal date is less than the amount that was disbursed to the student, the difference between the two amounts will be returned to the Title IV program(s) and no further disbursements will be made.

If a student has received excess funds, the College must return a portion of the excess equal to the lesser of the student's institutional charges multiplied by the unearned percentage of funds, or the entire amount of the excess funds.

The funds will be returned in the order below as prescribed by federal regulations, within 45 days from the date of determination that a student withdrew.

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Federal PLUS loans
- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants (FSEOG)

Post-Withdrawal Disbursements

If the total amounts of the Title IV grant and/or loan assistance earned as of the withdrawal date is more than the amount that was disbursed to the student, the difference between the two amounts will be treated as a post-withdrawal disbursement. In the event that there are outstanding charges on the student's account, Carnegie Mellon will credit the student's account for all or part of the amount of the post-withdrawal disbursement up to the amount of the allowable charges.

Any amount of a post-withdrawal disbursement that is not credited to a student's account will be offered to the student within 30 days of the date that the institution determined that the student withdrew. Upon receipt of a timely response from the student, the College will disburse the funds within 90 days of the date of determination of the student's withdrawal date.

Return of Title IV Funds – Withdrawals for Programs Offered in Modules

The return of Title IV funds for programs offered in modules is defined in a separate policy statement at Carnegie Mellon. This document is included as an addendum to the Carnegie Mellon University Return to Title IV Funds Policy and Procedural Statement (see below).

Policies and Procedures

Federal Student Aid Handbook, Volume 5, Chapter 2 Withdrawals and the Return of Title IV Funds

CFR 668.22 (a), (f) and (l)

Dear Colleague Letter GEN-11-14 July 2011

For all programs offered in modules, a student is a withdrawal for Title IV purposes if the student ceases attendance at any point prior to completing the payment period or period of enrollment (unless the institution has written confirmation from the student that they will attend a module that begins later in the enrollment period).

The regulations require the institution to determine whether Title IV funds must be returned based on the number of days actually completed versus the number of days the student was scheduled to attend in the payment period. The regulations prevent students from enrolling in modules or compressed courses spanning the period, completing a portion of the period, and retaining all aid for the period.

A program is considered to be offered in modules if a course or courses in the program do not span the entire length of the payment period or period of enrollment. The rule impacts all programs offering courses shorter than an entire semester, including semester-based programs with a summer term consisting of two consecutive summer sessions.

The Student Financial Aid Office has established the following procedures associated with handling withdrawals from programs offered in modules. An Associate Director of Student Financial Aid has the primary responsibility for compliance and implementation of these regulatory requirements.

1. The institution will identify students enrolled for the summer session that are eligible for Title IV Aid.
 - Pell eligible students are identified
 - Students with summer loans are identified
 - The period of enrollment and enrollment status will be identified for each student
2. All Leave/ Withdrawal Forms processed by the University Registrar's Office will be reviewed for the summer sessions to record the Withdrawal Date and Date of Determination to identify any student receiving federal funding.
3. The Student Financial Aid Office will identify any students that drop courses in the summer sessions.
 - During Summer I this is standard procedure
 - During Summer II this is reviewed after 10th day reporting
 - Any additional dropped courses will be reviewed through the 60% enrollment period

4. Students who are identified as official withdrawals or that officially drop all courses in a session will be reviewed to determine the amount of federal financial aid earned. If a Return of Title IV aid is required, existing institutional procedures will be followed.
5. At the end of the enrollment period the institution will determine if any students are identified as 'unofficial withdrawals.' If a Return of Title IV aid is required, existing institutional procedures will be followed.
6. If a student does not begin courses in all sessions, a Return of Title IV aid may not be required, but other regulatory provisions concerning recalculation may apply.
 - If a student completes both courses in module one, but officially drops courses in module two while attending module one the student is not a withdrawal.
 - Since the enrollment is less than half time, the student is no longer eligible for the loan and the funds must be returned.

The following information obtained from the Federal Student Aid Handbook, Chapter 2, Withdrawals and the Return of Title IV Funds, will be used to determine whether a student enrolled in a series of modules is a withdrawal.

How to determine whether a student in a program offered in modules has withdrawn

Schools can determine whether a student enrolled in a series of modules is a withdrawal by asking the following questions.

- 1. *After beginning attendance in the payment period or period of enrollment, did the student cease to attend or fail to begin attendance in a course he or she was scheduled to attend?***
 - If the answer is no, this is not a withdrawal.
 - If the answer is yes, go to question 2.

- 2. *When the student ceased to attend or failed to begin attendance in a course he or she was scheduled to attend, was the student still attending any other courses?***
 - If the answer is yes, this is not a withdrawal; however other regulatory provisions concerning recalculation may apply.
 - If the answer is no, go to question 3.

- 3. *Did the student confirm attendance in a course in a module beginning later in the period (for non-term and nonstandard term programs, this must be no later than 45 calendar days after the end of the module the student ceased attending)?***

- If the answer is yes, this is not a withdrawal, unless the student does not return.
- If the answer is no, this is a withdrawal and the Return of Title IV Funds requirements apply.

Contact

Questions regarding this policy or its intent should be directed to the Student Financial Aid Office at 412-268-1353.

Satisfactory Academic Progress Policy and Procedural Statement

To be eligible for federal, state, and institutional financial aid, all students are required to maintain Satisfactory Academic Progress toward the completion of a degree. Each university determines its own policy in accordance with federal regulations set forth by the U. S. Department of Education regarding satisfactory progress standards to ensure student success. To maintain Satisfactory Academic Progress at Carnegie Mellon University, students must meet the following minimum standards for both of the qualitative (QPA) and quantitative (completion rate) measures:

Student Type	QPA (Qualitative)	Completion Rate (Quantitative)*
First Year Undergraduate	1.75	80%
Undergraduate Upper-class	2.00	80%
Heinz Graduate	3.00	80%
Other Graduate (excluding Tepper)	2.00	80%

**To calculate the completion rate, the cumulative number of completed units is divided by the cumulative number of units attempted. Advance Placement credits are excluded from both figures.*

In addition to the above mentioned Financial Aid Satisfactory Academic Progress standards, federal regulations require a student to complete their degree within a specified amount of time. The maximum timeframe cannot exceed 150 percent of the time published as needed for completion of the program.

Scope:

This policy applies to Federal aid including Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal Work-Study, Federal Direct Loans, and Federal Direct PLUS Loan programs; state grant aid; and Carnegie Mellon institutional aid including grants, loans, and scholarships.

Federal regulations can be found at,

Federal Student Aid Handbook, Volume 1

Chapter 1 School Determined Requirements

34 CFR 668.16(e)

34 CFR 668.32(f)

34 CFR 668.34

Evaluation:

Carnegie Mellon evaluates all students for Financial Aid Satisfactory Academic Progress annually, at the end of the spring semester. Students that are included in the review are undergraduates, graduates, both full-time and part-time.

Courses that do not count toward a student's degree cannot be used to determine enrollment status for financial aid purposes. Carnegie Mellon will count transfer credit hours that are accepted toward a student's educational program as both attempted hours and completed hours. Advanced Placement Non-Degree and Non-Credit courses are not counted as units passed or attempted. When a course is repeated, all grades will be recorded on the official academic transcript and will be calculated in the student's QPA. For financial aid eligibility, only one repeat per course is permitted in the determination of enrollment status for courses previously passed.

If the student withdraws and is not assigned a W grade, then it will not be counted in the number of units attempted or completed. If the W grade is assigned, the units will be counted in the number of units attempted and will be counted as zero in the number of units completed.

If the student has incomplete units, the units will be counted as attempted and will be counted as zero in the number of units completed.

The Financial Aid Satisfactory Academic Progress evaluation is a cumulative review of all semesters, regardless of whether or not the student received financial aid during the academic year.

If the minimum requirements are not achieved, the student is ineligible to receive financial aid. In such a case, the student is notified and given an option to appeal their financial aid status. More information about the appeal process can be found at www.cmu.edu/sfs/docs/federal-title-iv.pdf.

A financial aid package will not be completed unless an appeal is received, approved and processed accordingly. If by chance a financial aid package is processed and released to the student, it is conditional and subjected to financial aid removal until an appeal is received, approved and processed accordingly.

Contact:

Accountable Department: Enrollment Services, Student Financial Aid. Questions regarding this policy or its intent should be directed to the Student Financial Aid Office, phone: 412-268-1353.

Student Body Diversity

For Information about the diversity of the university student body, contact the Institutional Research and Analysis Office, <https://www.cmu.edu/ira/index.html>.

For information about the University's Diversity, Equity and Inclusion initiative, visit the Center for Student Diversity and Inclusion's website at <https://www.cmu.edu/student-diversity/>.

Written Arrangement Information

A U.S. Department of Education regulation requires disclosure of specific information to prospective and current students regarding written arrangements between Carnegie Mellon University (CMU) and any institution(s) that provides a portion of an educational program to students enrolled at CMU. CMU enters into such arrangements to enrich the educational experiences offered to its students. In accordance with the regulation, CMU provides this information at <http://www.cmu.edu/hub/consumer-information/docs/written-arrangement.pdf>.

Student Complaints & Consumer Information by State

As required for compliance with U.S. Federal Program Integrity Regulations, state official/agency contact information for each U.S. state/territory that could handle a student's complaint is provided at <https://www.cmu.edu/hub/consumer-information/docs/complaints.pdf>.

Gainful Employment Disclosures

As required by U.S. Department of Education regulations Gainful Employment Disclosures (Disclosures about CMU certificate programs that prepare students for specific occupations) can be found at <https://www.cmu.edu/hub/consumer-information/>.

Information about Student Financial Aid:

Meeting the cost of higher education is a significant investment. We are committed to providing a comprehensive financial aid program that makes it possible for admitted students to attend Carnegie Mellon.

Application Process & Timeline:

Graduate Students: **To apply for financial aid for the 2019-2020 academic year, follow the steps below.**

1. Free Application for Federal Student Aid (FAFSA)

The FAFSA is required if applying for federal financial aid programs. There are now two ways to complete the *Free Application for Federal Student Aid (FAFSA)* form: a redesigned <https://studentaid.ed.gov/sa/fafsa> website or a mobile app (available through Google Play, <https://play.google.com/store/apps/details?id=com.fsa.mystudentaid> or the Apple App Store, <https://itunes.apple.com/us/app/mystudentaid/id1414539145>).

We recommend using the IRS Data Retrieval Tool (DRT) (<https://studentaid.ed.gov/sa/resources/irs-drt-text>) to complete the FAFSA. The DRT transfer process has been improved to include stronger security and privacy protections; therefore, tax information transferred will not display on the form or Student Aid Report. Instead, the phrase "Transferred from the IRS" will appear in the fields.

Those selected for federal verification after FAFSA completion or those unable to use the IRS DRT will need to request an IRS Tax Return Transcript (<https://www.irs.gov/individuals/get-transcript>).

Additional information:

- Apply as soon as possible after October 1.
- Carnegie Mellon's federal code is 003242.

- Use 2017 tax information to complete the FAFSA.
- A Department of Education Federal Student Aid (FSA) ID is required. View FSA ID instructions at <https://fsaid.ed.gov/npas/index.htm>.
- Students must complete the FAFSA's electronic signature requirement.

2. MPN & Entrance Counseling

All first-time Federal Direct Loan borrowers are required to complete entrance counseling. The entrance counseling session provides information about borrower rights and responsibilities. CMU will be notified when a student has completed online entrance counseling. Funds will not be disbursed until the entrance counseling session has been completed. Students who completed a federal entrance counseling session while at CMU, do not have to complete another session.

Additional information:

- View entrance counseling instructions (<https://www.cmu.edu/sfs/financial-aid/types/federal-loans/direct/mpn-entrance-counseling.html>).
- Complete entrance counseling session at <https://studentloans.gov>.

3. Grad PLUS Loan

If you plan on borrowing a Federal Direct Graduate PLUS Loan, this is a two-part process and both parts must be completed in order for your loan to be originated. If you borrowed a Grad PLUS Loan last academic year, you are only required to complete the application portion of the process. The application portion of the process cannot be completed before June 1, 2019.

Additional information:

- View detailed Grad PLUS Loan instructions at <https://www.cmu.edu/sfs/financial-aid/types/federal-loans/plus/instructions.html>.
- The two-part process may be completed at <https://studentloans.gov>.

Financial Aid Eligibility Notification

Once a student completes all of the steps above, a financial aid package will be determined. The Student Financial Aid Office will notify the student by email that a financial aid award letter has been posted to SIO (<https://s3.andrew.cmu.edu/sio/index.html#finances-home>). The letter contains information and further instructions regarding the student's eligibility and awards. If a student's circumstances change, then financial aid eligibility will be re-evaluated and the student will receive notification that a revised award letter is available in SIO.

Missing Documents

If we are unable to process a student's financial aid package due to missing documents, a Financial Aid Alert email will be sent to the student requesting the required documents by a specified date. Until the entire application process is completed and all required documents are submitted, our office may be unable to complete a student's financial aid package. Students may log in to SIO (<https://s3.andrew.cmu.edu/sio/index.html#finances-home>) to view documents that have been received by our office. [View instructions](https://www.cmu.edu/sfs/financial-aid/missing-documents/index.html) for submitting missing documents at <https://www.cmu.edu/sfs/financial-aid/missing-documents/index.html>.

Teacher Certification

Teacher certification students at the graduate level should be aware that federal regulations classify them as a grade level 5 undergraduate student for Federal Direct Student Loan purposes. Teacher certification students are, however, considered a graduate student by Carnegie Mellon for academic purposes.

Available Financial Aid

Scholarships & Grants

Graduate Students:

Graduate students interested in scholarships and grants may contact their program of interest or department. View more information on the Graduate Education Office website, <http://www.cmu.edu/graduate/prospective-students/index.html>. In addition, the Fellowships & Scholarships Office (<http://www.cmu.edu/fso/>) provides support to graduate students interesting in pursuing certain external scholarships, like Fullbright and UK Awards.

Federal Work-Study

Federal Work-Study (FWS) is a need-based self-help award. If a student has been awarded FWS, the FWS award is the total that can be earned during the academic year as a work-study student.

Federal Loans

For many students and families, educational loans are a necessary part of the process of paying for college. Student Financial Aid certifies loans for students, as well as Federal Direct Parent PLUS Loans for parents of undergraduates and Federal Direct Grad PLUS Loans for graduate students.

Federal Direct Student Loan

The Federal Direct Student Loan is the most widely-used loan for college students and is available to both undergraduate and graduate students. There are two types of Federal Direct Student Loans, subsidized and unsubsidized, and eligibility for both is determined by completing the FAFSA.

Grad PLUS Loan

Eligible graduate students may borrow a Federal Direct Grad PLUS Loan to assist with educational expenses. Students may borrow any amount up to their calculated cost of attendance minus any other aid received.

Private Loans

Private loan programs offer competitive interest rates and borrower benefits. To increase chances of approval and possibly improve the rate you receive, students are strongly recommended to apply with a creditworthy co-signer.

Student Outcomes

Retention and Graduation Rates

Institutional Research and Analysis Office offers up-to-date data on degrees conferred, enrollment reports, freshmen retention rates and race and ethnicity reports for annual degrees. Retention and Graduation rates can be found at <https://www.cmu.edu/ira/retentiongradrates.html>.

Intercollegiate Athletic Program Participation Rates and Financial Support Data (Equity in Athletics Disclosure Act)

Please visit the U.S. Department of Education's site, The Equity in Athletics Data Analysis (<http://ope.ed.gov/athletics/#/>) and select the "Get data for one schools" option. Enter "Carnegie Mellon University" in the "Name" field and select the "Continue" button at the bottom of the page.

A printed copy of the report can be requested by calling the Department of Athletics, Physical Education, and Recreation at 412-268-8054 or by sending an email to Josh Centor, Associate Vice President for Student Affairs and Director of Athletics, Physical Education & Recreation, at jcentor@andrew.cmu.edu.

Health and Safety

Drug and Alcohol Abuse Prevention Program

Under the Drug Free Workplace Act of 1988 and the Drug Free Schools and Campuses Act of 1989, the Carnegie Mellon University is required to have an alcohol and other drug policy outlining prevention, education and intervention efforts and consequences for policy violations. The policy can be found at http://www.cmu.edu/student-affairs/dean/assets/2017-2018_Alcohol_Drug_Brochure.pdf.

CMU Annual Security and Fire Safety Report

- A printed copy of the report can be requested by contacting University Police at 412-268-6232 or campuspd@andrew.cmu.edu.
- The annual security and fire safety report (Carnegie Mellon University Police Department Annual Reports) is also available online at <http://www.cmu.edu/police/security-fire-reports/index.html>.

Vaccination Policies

- CMU Prematriculation Immunization Policy can be found at <http://www.cmu.edu/policies/student-and-student-life/immunizations.html>.
- CMU University Health Services Health Requirements for Incoming Students can be found at <https://www.cmu.edu/health-services/new-students/>.

Other Information

Voter Registration

Please visit <http://www.usa.gov/Citizen/Topics/Voting/Register.shtml>.

Carnegie Mellon Ethics Hotline

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

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

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

Statement of Assurance

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

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

Obtain general information about Carnegie Mellon University by