Dear Student:

We are delighted you plan to join us for an exciting summer of learning opportunities.

Purpose of the Program, Early Admission Policy and Applying Course Credits

The main purpose of the Advanced Placement Early Admission (APEA) Program is to provide the opportunity for talented and motivated high school students to take university courses at Carnegie Mellon University. Students earn college credit while working in an academic environment mirroring that which the student would encounter during the first year of college. All instructors in the AP/EA Program are selected by their respective academic departments for their knowledge of the subject as well as interest in presenting college material to younger students. The likelihood of a course being taught by a professor is approximately 80 percent.

Students who complete two courses in the APEA Program and who are able to graduate early from high school have the unique opportunity to apply Early Admission. By attending the APEA program during the summer of 2016, students who will be high school juniors in the fall of 2016 will have a strong understanding of college life and academics. These rising juniors are eligible to apply Early Admission by January 1, 2017, and if accepted can start as full-time degree students here in the fall of 2017. Students admitted under Early Admission are not obligated to accept the offer of admission until May 1.

All APEA students may also apply to Carnegie Mellon during their senior year, through Early Decision (various deadlines in November and December depending on the college) or Regular Decision (January 1 deadline, or December 1 for the College of Fine Arts).

Regardless of whether students choose to apply to Carnegie Mellon, successful APEA students can leverage their experiences here as demonstration of their ability to succeed in college. APEA courses are college courses, not College Board AP classes, and as such, they count toward graduation requirements here and are widely accepted elsewhere. Students can request for official Carnegie Mellon transcripts to be sent to other institutions of higher education. Any use of APEA courses to satisfy high-school requirements should be approved ahead of time by an appropriate high-school official.

While most of the participants in the program will have just completed the sophomore or junior year of high school, suitably qualified students at earlier grade levels can participate. However, in order to stay in university housing, students must be at least 16 years old by the first day of the program.

Selecting Your Courses

Congratulations on your admission to the APEA Program! You are not yet registered for any courses. In order to register for courses, APEA students should review course offerings at: www.cmu.edu/enrollment/pre-college/apea-coursework.html.

To register for courses, visit: https://admission.enrollment.cmu.edu/pages/apea-course-registration.

If you are living on campus, select two main courses (9 to 12 units each). If you are commuting to campus from home, you may select either one or two courses.

Your course registration will be confirmed within a week after you complete the online registration, based on receipt of your deposit. Please refer to Student Information Online (www.cmu.edu/hub/sio) to confirm receipt of your deposit and to view your course schedule.
Course availability is on a first-come, first-served basis. Some courses offered during APEA are in high demand. Selecting a course during registration does not guarantee a place in the course.

Questions concerning this form and other questions concerning courses should be directed to: Dr. William Alba, APEA Director (alba@cmu.edu or 412-268-7333) or APEA Coordinator, Veronica Peet (vpeet@andrew.cmu.edu or 412-268-3750).

Carnegie Mellon University reserves the right to change or cancel class times and/or course offerings without notice.

**Switching Courses**

After the start of the APEA Program, students who wish to switch any courses must speak with Dr. William Alba, the APEA director, or Veronica Peet, the APEA Coordinator. Schedule changes should be avoided where possible and normally will not be permitted after the second day of classes because of the rapid nature of summer courses. In order for any course change to occur after the second day of classes, specific justification must be made to the APEA director. Students who reside in campus housing must remain enrolled in a full-time schedule of two main courses (9 to 12 units each) throughout the entire APEA Program. Students who live off-campus will be subject to the university's tuition refund schedule if they drop from two to one main course.

Read the course descriptions carefully and make your final course selections based on your interests and background to do the work. Changing classes inevitably results in additional pressure to make up work that has been missed. Some classes have enrollment limits and it may not be possible for you to switch sections or add a particular course.

If you arrive on campus and still have some doubt about your final course selection, you are permitted to attend additional classes for the first two days of the program to help make the decision. However, you cannot attend classes that are already filled and would not have room to accept additional students.

If you intend to make any schedule changes after the APEA Program begins, even section changes for the same course, you must meet in person with the APEA director or coordinator; grades cannot be recorded properly for students not officially enrolled in a course. Informing the instructor of your intention to add or drop a course is not sufficient for you to add or drop a course.

Other issues related to adding and dropping courses include:

1. Regardless of any schedule changes, all students living in Carnegie Mellon housing must remain enrolled in at least two courses (totaling at least 18 units).
2. Exceeding 24 units is not recommended and may only occur with special permission.

**Textbooks and Supplies, Examination Policy, Homework and Extra Help**

Textbooks and supplies required by the instructors may be purchased from the University Bookstore. Students should postpone buying books until after attending the first class of each course to be sure to purchase the correct books and supplementary items. It is almost essential to have a regular or programmable calculator for the science and mathematics courses and students can bring one of these from home or purchase one at the bookstore.

The schedule of examinations, papers and other assignments is different for each course. For example, some courses have an exam each week, while others give periodic quizzes and less frequent exams. Each instructor will provide you with a syllabus of the course, and inform you about what homework is expected, the exam schedule, the grading policy and other important information.

As mentioned in the “Policy on Plagiarism and Cheating” in this booklet and in the Code of Conduct signed by APEA student and parent/guardian, every incident of cheating or plagiarism is subject to disciplinary action. (www.cmu.edu/policies/documents/Cheating.html)

If you have academic trouble in any of your classes, you should see your instructor to resolve the problem as soon as possible. Summer courses move very rapidly and students can fall behind quickly. Instructors provide help through office hours, email inquiries, postings on websites or electronic bulletin boards, and personal appointments. Some courses will have tutors available at
announced times for additional help. The key message: ask for help when you need it — don’t wait!

If you have trouble in a course and are not able to resolve the issue with your instructor, contact the APEA director, Dr. William Alba or APEA Coordinator, Veronica Peet, for help. Dr. William Aba can be reached at Doherty Hall 2201, by phoning 412-268-7333 or by emailing alba@cmu.edu. Veronica Peet can be reached at Doherty Hall 1324, by phoning 412-268-3750 or by emailing vpeet@andrew.cmu.edu.

Attendance and Participation
Students are expected to fulfill all the requirements of the program in which they are enrolled, including, without limitation: attending and participating in all classes; completing all assigned coursework, homework, projects, exams and any other program requirements. Students who fail to attend class and/or to meet program requirements without explicit approval from their program directors may be asked to leave the program at any time. This will be considered an expulsion, not a withdrawal, and such students will not receive refunds. If students have a legitimate circumstance, illness or emergency that affects their ability to attend class or fulfill the requirements of the program, they must give notice to the academic program directors as soon as reasonably possible.

Courses taken with Carnegie Mellon Students
The Pre-College (APEA) program is designed to give talented high school students an opportunity to undertake a college program of study. In some courses, both APEA and Carnegie Mellon degree students are enrolled together, allowing APEA students to benefit by interacting directly with college students. Other courses are limited to APEA students in order to give them the experience of working in an intensive study environment with a peer group.

In either case, instructors hold students to a high academic standard of college work. Reflecting those equivalent expectations, there is no distinction for the purposes of college credit between classes that contain both APEA and college students and those that contain APEA students. Both kinds of courses carry full college credit.

Because you will be taking college courses among college students, there is an expectation that you will also conduct yourself as and assume the responsibilities of a college student. This includes responsibilities such as attending and being prepared for class and engaging directly with CMU faculty, teaching assistants and staff when you have concerns. You, the student, are in charge of your own schedule and responsible for your educational path. Students who are not prepared to handle these responsibilities over their education should reconsider applying this year.

Policy on Cheating, Plagiarism & Unauthorized Assistance
Students at Carnegie Mellon are engaged in preparation for professional activity of the highest standards. Each profession constrains its members with both ethical responsibilities and disciplinary limits. To assure the validity of the learning experience, a university establishes clear standards for student work. The following general guidelines on cheating and plagiarism apply to every course at Carnegie Mellon. Within individual courses, faculty members have the discretion to provide more specific guidelines regarding academic honesty policies. It is the student’s responsibility to understand these policies. In case there is a question of an academic honesty violation, students will have a hearing with the faculty member, APEA program director and a dean from the college offering the course. If found culpable, students may incur a range of penalties, up to and including expulsion with failing grades permanently recorded.

In any presentation, creative, artistic or research, it is the ethical responsibility of each student to identify the conceptual sources of the work submitted. Failure to do so can be the basis for a charge of violation of academic integrity, which is subject to disciplinary action.

Please refer to the Policy on Academic Integrity earlier in this Handbook for further guidance and examples of policy violations with regard to cheating, plagiarism and unauthorized assistance.

APEA Grading Policy Information
Each instructor in the APEA program will have his or her own pre-announced policy for determining letter
grades (A, B, C, D, and R, with no + or – grades) for student performance in the courses. Courses cannot be taken on an Audit or Pass/Fail basis. At the end of the program, instructors will submit all grades on grade report sheets to Enrollment Services. However, Enrollment Services will record only A and B grades for permanent record on the official Carnegie Mellon transcript of grades. No D and R grades will be recorded. It will be possible to have C grades officially recorded on a student’s Carnegie Mellon transcript, but a request to do this should be made by the student to the instructor in writing preferably by the last day of classes. Requests to do this after the program ends can still be made, but must be directed to John Papinchak, University Registrar, within one year after the program ends. A grade of C is generally an “average” grade for a course and is considered a passing grade. The C grade will count for academic credit at Carnegie Mellon, but may not count as transfer credit depending on the policy of other institutions. This is not the normal grading policy for regular Carnegie Mellon students. It is a special policy for APEA Pre-College students seeking to test their backgrounds and skills in challenging university courses without the penalty of failure or low grades.

In order to retain the option of not having a grade recorded for a particular course or courses for whatever reason, students must attend and participate fully in class on a regular basis, meeting the faculty member’s standard for student engagement. Otherwise, the option to remove low grades from the official academic transcript will not apply.

Approximately four weeks after the program ends, students will be notified of their grades by the Pre-College Summer Studies office. Grade report sheets with actual grades and an official Carnegie Mellon transcript of grades with A and B grades (C also if requested) recorded will be sent to you. Additional copies of transcripts may be ordered from The HUB at the standard fee structure.

You will have the option in the Pre-College Forms Booklet to grant Carnegie Mellon permission to release your APEA grades to the Carnegie Mellon Undergraduate Admission Office to be used when applying for undergraduate admission. An official transcript will be given to the Carnegie Mellon Office of Admission on November 1, 2016. There will not be a cost associated with this transcript release. Transcripts for other institutions must be ordered through Carnegie Mellon’s normal process. Please be advised, students that wish to exclude/include grades from their official academic record will need to take that action by October 31, 2016. The University Registrar’s Office will then provide the Admission Office with official transcripts of APEA students on November 1, 2016. This allows us to honor those students who have requested any grade changes.

A Message to Parents and Legal Guardians of APEA Students

Before your child attends the APEA Program, take the opportunity to discuss as a family the ways you will interact with each other during the summer. While we hope you will stay constructively engaged during the program with your child, please refrain from bypassing the student to communicate with instructors and staff regarding non-emergency concerns. The faculty has cultural expectations that APEA students will conduct themselves as college students, and the university has legal obligations concerning the privacy of educational records that preclude many types of communication you may be accustomed to receiving from secondary schools and other summer programs. For residential and other student life support, contact Susie Sheldon Rush; for academic questions, contact Dr. William Alba or Veronica Peet. Please help us support your child’s growth in handling affairs independently, which will be a significant portion of the learning experience here.