**Carnegie Mellon University**
School of Computer Science

Language
Technologies
Institute

# Master of Science in
# Biotechnology Innovation and Computation

# Student Handbook
# 2018-2019

Revised: August 6, 2018

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# 1    Introduction

The Language Technologies Institute (LTI) and the Computational Biology Department (CBD) have prepared this statement of policies, program requirements, guidance, process and procedures for students in the M.S. in Biotechnology Innovation and Computational (MSBIC) program. A copy of this handbook is also available online at bic.cs.cmu.edu/index.html.

The University Student guide, The Word, which details university-wide policies, is also available online at www.cmu.edu/student-affairs/theword.

Additional resources specific to graduate students can be found at www.cmu.edu/graduate/policies/

It is the student's responsibility to be familiar with all policies related to their educational and community experience at Carnegie Mellon University.

**NOTE: The MSBIC program is in its final year in 2018-2019.** No new students are being admitted to the program. Students entering their second year and whose visa status permits will have a choice of receiving either the MSBIC or the MSAII degree in May 2019. Students whose visas were issued based on entry to the MSBIC program must receive the MSBIC degree.

## 1.1    The MSBIC Degree

The M.S. in Biotechnology Innovation and Computation (MSBIC) is a professional master's program offered jointly by the Computational Biology Department (CBD) and the Language Technologies Institute (LTI) in the School of Computer Science at Carnegie Mellon University. This program seeks to educate students in the innovative use of computing technologies to create solutions in the biotechnology sector. As the biotechnology industry matures, there is a great need for students who can envision, design, plan and deliver solutions that integrate computing technologies (such as Big Data analytics, Text mining, and Machine learning) into innovative applications and effective business solutions for biotechnology R&D.

The curriculum is designed for students who have a strong background in computer science with interest in working at its interface with biotechnology. The integrated curriculum includes coursework and case studies with emphasis on the application of computing technologies in realistic business environments. As part of their ongoing coursework, students complete a series of system and business development objectives as they tackle current real-world problems. Industry leaders participated in many of the courses, both as presenters and as students' mentors.

The MSBIC program website can be found at bic.cs.cmu.edu.

## 1.2   Program Contacts

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## 1.3  University Policies and Expectations

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

- The Word/Student Handbook:      www.cmu.edu/student-affairs/theword/
- Academic Integrity Website:         www.cmu.edu/academic-integrity
- University Policies Website:          www.cmu.edu/policies/
- Graduate Education Website:        www.cmu.edu/graduate/policies/

Please see Appendix A for additional information about The Word and other university resources.

## 1.4  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.

You may obtain general information about Carnegie Mellon University by calling 412-268-2000.

## 1.5  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 tarnish that respect by their failure to meet these standards. Students who cannot meet them should voluntarily withdraw from the university.

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

## 1.6   The Reasonable Person Principle (RPP)

It is a long-standing and revered principle of the School of Computer Science that members of our community are expected to act reasonably, and therefore we try to keep formal, written policies to a minimum. The faculty do not burden the students with numerous rules, and, in return, we expect the students to not try to find technical loopholes that violate the clear intent of program policies. In any situation not covered by an explicit rule, you should ask yourself how reasonable people would behave in that situation. The RPP does not alter University-wide policies.

## 2   The Language Technologies Institute

## 2.1   Main Office

The LTI reception desk is in room 5407 of the Gates Hillman Complex (GHC 5407). Mailboxes, printers, copiers, and other departmental resources are across the hall, in GHC 5404.

## 2.2   Photocopies and Printers

The use of a photocopier requires an access code. An access code can be obtained from the LTI administrative staff. It is not to be shared with anyone outside of the department.

The use of a printer requires a CS user id (see the 'Computers' section). The School of Computer Science provides a number of black-and-white and color printers for use by students. The SCS Computer Facilities publishes a list of printers online at http://www.cs.cmu.edu/~help/printing/.

## 2.3  Office Space for MS Students

Full-time students in the LTI's MS degree programs on the Pittsburgh campus have access to a shared office space to create a sense of community and provide space for working when on campus.

## 2.4  Computers for MS Students

Students are expected to provide their own laptop computers that can be used to access university resources and complete course assignments. Laptops running Windows, MacOS, and Linux software are all acceptable.

MS students will be given a CS user id. A CS user id is required to use the LTI computer cluster, department printers, and other SCS services. The School of Computer Science has a Help Center located at 4203 GHC. They can be contacted at help@cs.cmu.edu, extension 8-4231 from a campus phone, or 412-268-4231 from an outside line.

MS students will be given access to the LTI's computer cluster on an as-needed basis, to be used for course assignments, directed study projects, and/or the capstone project. The LTI cluster provides storage and computation for projects involving large datasets and/or lengthy computation.

## 3  Degree Requirements

## 3.1  Course Grade and GPA Requirements

To receive the M.S. degree, all students must take and successfully <u>complete **at least 192 units of coursework**</u>. All required Core Courses must be completed with a **grade of B or better**. For the Knowledge Area Courses, students must maintain a **<u>B average</u>**. No grade lower than C shall be used for credit applied toward graduation. No undergraduate courses count toward the 192-unit requirement.

All Core courses are organized in sequence, and must be taken in the following order:

- New Technologies & Future Market (02-651) – No prerequisite required.
- Competitive Engineering (11-695) – Prerequisite is the completion of 02-651 with a grade of "B" or better.
- Biotechnology Enterprise Development (02-654) – Prerequisite is the completion of 11-695 with a grade of "B" or better.
- Capstone (11-691) – Prerequisite is the completion of 02-654 with a grade of "B" or better.

These cohort courses are project-based and students must work on the program's project according to the instruction given and must complete the project in the Capstone (11-691)

Students are required to repeat any required course that they have completed with a grade less than the required minimum, preferably at the next offering. (Please note that Core courses and Knowledge courses are only offered once per year.) Students will be allowed to retake a required course **only once.** If a student fails in the second attempt, he or she will be dropped from the MSBIC program.

If a student fails an elective course, she or he will need to repeat the same or take a substitute course (equivalent course approved by the Director).

All grades count towards the program QPA, except for repeated courses, in which case the final grade replaces the previous grade. Students who do not achieve the required minimum grade in a required course, who elect to take an "incomplete" in a required course, or whose cumulative grade point average is below a B (3.0), will be placed on academic probation. Students on probation are not eligible to graduate. Students who are placed on academic probation shall receive written a notice of this finding, including a list of measures that need to be taken to be removed from academic probation. A student on academic probation for two consecutive semesters may be dropped from the program.

The MSBIC program conducts an academic progress review at the conclusion of each semester in order to monitor individual student progress toward graduation. Should a student's effort fall below the acceptable academic performance and/or fail to meet the standards established by the MSBIC program and Carnegie Mellon University, the student may be dismissed from the program.

Should a student's overall QPA drop below 3.0 during any given semester, he/she will be placed on departmental probation for the following semester and will be required to improve his/her grades to no less than overall 3.0 QPA during that period. Failure to improve to an overall 3.0 QPA or better the following semester may result in termination from the program. In addition, a student who violates policies established by Carnegie Mellon University may be dismissed from the program.

After each academic progress review, a student may receive one or more letters, indicating the result of the review. Warning letters are issued for the following cases:

1) Overall QPA below 3.0 (Academic probation)
2) Semester QPA is below 3.0
3) Grade below B in a Core course
4) Academic Integrity Violation (AIV) according to the university policies.

A student may be terminated from the program under any of the following circumstances:

1) If a student has received two Academic Integrity Violation (AIV) letters.

2) If a student has received three warning letters of any type from the MSBIC program.
3) If the student has been found to have violated a University Policy for which termination is provided.

## 3.2  Course Requirements

Students are required to take and successfully complete:

1) **The Core Courses (72 units) - Must be taken in sequence:**

   02-651 - New Technology & Future Market – (12 units)
   11-695 - Competitive Engineering (12 units)
   11-654 - Biotechnology Enterprise Development (12 units)
   11-691 - Capstone Project (36 units)

2) **The Knowledge Area Courses (84 units):**

   10-600A1 - Mathematical background for Machine Learning (6 units)
   10-600A2 - Mathematical background for Machine Learning (6 units)
   02-604 - Fundamentals of Bioinformatics (12 units)
   02-750 - Machine Learning - Automation of Biological Research (12 units)
   10-601 - Machine-Learning (12 units)
   11-675 - Big Data Systems in Practice (12 units)
   11-601 - Coding Boot-Camp (12 units)

   Depending on the student's background and interests, one of the courses can be selected:
   11-611 - Natural Language Processing (12 units)
   02-613 –Advanced Algorithms and Data Structures (12 units)
   15-513 – Introduction to Computer Systems (12 units)
   02-613 – Advanced Algorithm and Data Structure (12 units)

   In the event that a course is not available, a course covering equivalent material with a similar degree of difficulty may be substituted with the permission of the Director. If a student has already taken an equivalent course and shows proficiency in the subject area, a more advanced course in the area may be taken in place of these required courses with permission of the Director. Graduate students cannot receive credit for undergraduate courses.

3) Electives:
   A minimum of 36 units of LTI or CBD courses must be taken.  Examples include but are not limited to:

   11-676 - Big Data Analytics (12 units)
   11-642 - Search Engine (12 units)

15 -619 - Cloud Computing (12 units)
15 - 637 - Web Application Development (12 units)
15-615 - Database Applications (12 units)
15-640 - Distributed Systems (12 units)
11-741 – Information Retrieval (12 units)
15-826 - Multi-media Web mining (12 units)
11-661 - Languages and Statistics (12 units)
10 -605 - Machine Learning with Large Dataset (12 units)
11-755 - Machine Learning using Signal Processing (12 units)
11- 643 - Machine learning in Text Mining (12 units)
02-710 - Computational Genomics (12 units)
02-712 - Computational Methods for Biological Modeling (12 units)
02-730 - Cell and Systems-Modeling (12 units)

A student who wants to take a relevant course outside of the LTI or CBD must obtain permission by writing and getting approval in writing from the MSBIC Director at least two weeks before registration.

The MSBIC course offerings are available at bic.cs.cmu.edu/curriculum. The university's complete Schedule of Classes can be found at www.cmu.edu/hub/courses.

## 3.3   Advising

### 3.3.1   Student Advising

Every MSBIC student will be assigned an advisor. Before the course registration period each semester, students must meet with their advisor to discuss their progress and proposed course selections.

### 3.3.2   Monitoring Progress

The advisor meets with the student at least twice a year, providing guidance and monitoring the student's overall progress.

## 3.4   End of Semester Evaluation ("Black Friday")

The MSBIC program conducts an academic progress review at the conclusion of each semester in order to monitor individual student progress toward graduation. Should a student's effort fall below the acceptable level of academic performance and/or fail to meet the standards established by the MSBIC program, the student may be dismissed from the program.

After each academic progress review, a student may receive one or more letters, indicating the result of the review. Warning letters are issued for the following cases:

1) Overall QPA below 3.0 (Academic Probation)
2) Semester QPA is below 3.0
3) Grade below B in a core course
4) Academic integrity violation (AIV) according to the university policies.

At the end of each semester, the faculty evaluates each student's academic progress. The student's advisor serves as the student's advocate in this process. If a student seems to be having trouble, the faculty determines whether it believes that the student can finish the degree, and if so, what needs to be accomplished to get back on track. This type of letter should be considered a serious warning. It is **not** a permanent "black mark" on the student's record; if the student begins making satisfactory progress again, there is no official record of the letter in the student's transcript.

In the most serious cases, the faculty gives the student a letter that specifies a list of conditions that the student must satisfy by specific deadlines. Failure to meet all of the specified conditions may result in the student's termination from the program.

## 3.5   Enrollment Verification

Enrollment Services is the only University office that can provide an official letter of enrollment, official transcript, and enrollment verification.  Enrollment verification can be requested online through The HUB at www.cmu.edu/hub/transcripts/verifications/enrollment.html.

## 3.6   University Policies on Grades and Grading

### 3.6.1   University Policy on Grades

www.cmu.edu/policies/student-and-student-life/grading.html

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

### 3.6.2  University Policy on Grades for Transfer Courses & PCHE

www.cmu.edu/policies/documents/TransferCredit.html
Carnegie Mellon University offers students the opportunity to take courses for credit through a cross-registration program (see Pittsburgh Council on Higher Education (PCHE) and Cross-registration below) and through the receipt of transfer credit from other accredited institutions. The Carnegie Mellon University transcript will include information on such courses as follows: Carnegie Mellon courses and courses are 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 a 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.)

## 3.7   Academic Integrity

Carnegie Mellon's Academic Integrity policy is posted at www.cmu.edu/academic-integrity/. All students are expected to be familiar with this policy, including the university-wide protocol for handling academic integrity violations.

It is an **absolute requirement** that the work you submit must be your own, unless you specifically identify the source of any material that is not yours.  This includes quotations and material from websites.  In any written work (including presentations) you MUST list any person other than yourself who assisted you in preparing that work.  Any student who violates the academic integrity policy will be subject to a University review that may result in suspension or expulsion under University policies.  THE PROGRAM DIRECTOR, THE FACULTY AND THE UNIVERSITY ARE VERY SERIOUS ABOUT ENFORCEMENT OF THE ACADEMIC INTEGRITY POLICY.

You are not permitted to copy material from web pages, including Wikipedia, and present them as your own work.  Any copied material MUST appear in quotation marks or italics and must be accompanied by a citation to the original source.  Failure to do this violates CMU's Policy on Academic Integrity, which states, "In all academic work to be graded, the citation of all sources is required. … Plagiarism is defined as the use of work or concepts contributed by other individuals without proper attribution or citation. Unique ideas or materials taken from another source for either written or oral use must be fully acknowledged in academic work to be graded."

It is a violation of academic integrity for you to assist anyone else in violating the policy or to provide your work to others to assist them.  Because team deliverables are the product of joint work, it is the responsibility of each member of a team to ensure that all team materials have been produced in conformance with CMU policies. Credit cannot be given for work that is not a student's own. Therefore, if one member of a team violates a policy, for example, by copying material from the Internet without indicating its source, then no one on the team can receive credit for that work, even if only one student is directly guilty of violating the policy.

We are aware that acts that constitute cheating can be viewed very differently in different countries and cultures.  However, Carnegie Mellon is a U.S. university and its policies reflect U.S. culture.  Employers expect that students who graduate from Carnegie Mellon have obtained their degree legitimately and according to Carnegie Mellon policies.  If you have any

doubt whether proposed conduct would be considered cheating under Carnegie Mellon policies, ASK A FACULTY MEMBER OR THE DIRECTOR FIRST.

All violations of the Academic Integrity policy MUST be reported to the University administration by the faculty members involved. Copies go to the Program Director, the Head of the Language Technology Institute, the Associate Dean for Master's Programs, and various officials at Warner Hall. The faculty do not have the option to decline to make a report. The offending student will receive an email to inform them of an Academic Integrity Violation (AIV). The email will specify the offense and the penalty, and will inform the student of available appeal procedures. An AIV that is successfully appealed is erased.

**Important note:** The university policy gives a department the option of "conven[ing] a disciplinary hearing according to the procedures of the department/program." The LTI has a "two strikes" rule. The LTI may expel a student for a first violation, depending upon the circumstances and severity of the violation. **The LTI always expels a student for a second violation, with no exceptions.**

# 4 Academic Policies

## 4.1 Course Registration

### 4.1.1 Status

All Students must be registered for at least 48 units during each semester to fulfill the 192-unit requirement. Any questions about registration should be directed to the Enrollment Services (the HUB). Note that International students are required to be registered as full-time students, **minimum 36 units**.

### 4.1.2 Academic Calendar

The Academic Calendar can be found at www.cmu.edu/hub/calendar.html All dates about registration, add/drop deadlines, university holidays and more can be found there.

### 4.1.3 Online Registration

Students register following the schedule set by the HUB. Note that students must meet with their advisor to obtain approval for their course selection. Registration information is available at www.cmu.edu/hub/online_services. Online registration is done with an Andrew ID at www.cmu.edu/hub/sio.

### 4.1.4 Pass/Fail Courses

With the approval of their advisor, a graduate student may elect to take a course pass/fail (P/F). By the deadline for changing a course to P/F, the student must fill out the Pass/Fail Approval Form and receive permission from the course's instructor. Classes taken P/F cannot be used to fulfill graduation unit requirements, and P/F status is irrevocable. (P/F form can be found at www.cmu.edu/hub/forms)

### 4.1.5 Auditing a Course

With the approval of their advisor, a graduate student may audit a course by obtaining the permission of the instructor or teaching department and completing the Course Audit Approval Form. Audited classes are not taken for credit and cannot be used to fulfill graduation unit requirements. (Audit form can be found at www.cmu.edu/hub/forms.)

### 4.1.6 Adding a Course

During the ADD period of each semester (the first two weeks of the semester), students may add a course by registering online. After the ADD deadline, they may add a course by completing the Late Add Request form and obtaining the permission of both: 1) the instructor or teaching department and 2) their advisor. (Add form can be found at www.cmu.edu/hub/forms)

### 4.1.7 Dropping a Course

Students may withdraw from a course online. The university has a DROP deadline, after which the course appears on the student's transcript as withdrawn (W). The last day to withdraw from a class is the final day of classes. Complete the Retroactive Add/Drop form (found at www.cmu.edu/es/forms/), the student will need to obtain the permission of both: 1) the instructor or teaching department and 2) the advisor. Note that the Core courses and some Knowledge courses are only offered once per year so dropping a course may delay program completion.

**Note:** International students must maintain a minimum of 36 units (Full time) to meet the U.S. government's visa requirement. Please check with the Office of International Education (OIE) for more information.

### 4.1.8 Leave of Absence

Students who need to delay their studies for personal, medical or academic reasons may do so with a leave of absence (leaving the university temporarily with a commitment to return). Students must contact the MSBIC Director to discuss their plans and fill out the appropriate form. The student's place in the program will be held until a mutually determined time. For more information refer to www.cmu.edu/policies/documents/StLeave. When planning to return

from Leave of Absence students must complete the appropriate paperwork before returning to the University.

## 4.1.9 Withdrawal

Students who need to withdraw from the program (leave the university with no intention of returning) for personal, medical or academic reasons must contact the MSBIC Director to discuss their plans and fill out the appropriate form. For more information refer to www.cmu.edu/policies/documents/StLeave.   Because the MSBIC program is being terminated, there is no guarantee that a student who withdraws will be able to complete the degree.

## 4.2   Tuition and Fees

Information about tuition and fees is available at www.cmu.edu/hub/tuition/index.  MSBIC students must pay tuition according to the rates set for the School of Computer Science.  All tuition and fees must be paid in full by the due date; a student not in good financial standing will be dismissed from the program. Students taking summer courses must pay tuition.

## 4.3   Graduation Ceremonies

The University holds one Commencement ceremony in May of each year.  Only students who have completed their degree requirements may participate in Commencement.

There are no August or December commencement ceremonies.

## 4.4   LTI Academic Policies

### 4.4.1  "Grandfather" policy

A student can graduate under the policies in effect at the time that the student entered the program; or, at the student's choice, the student can graduate under policies that are adopted after the student entered the program. If it is not realistic to follow a particular policy exactly, the department may approximate the policy as closely as possible; this situation is rare and typically arises only when a student is enrolled in the program for an extended period.

### 4.4.2  Definition of transfer *credit* versus course *exemption*

The LTI may grant transfer *credit* or issue an *exemption* for equivalent graduate courses previously completed at another institution. This decision rests with the chair of the particular program. If a student is exempt from a required course due to prior courses or experience, the student can replace that course with an open elective. The student does not receive credit for the

external course but can take any course that could normally count toward the degree in its place. If a student receives *credit* for prior coursework completed at Carnegie Mellon or elsewhere, the student receives that many units of credit and the total amount of required coursework is reduced by that amount.

### 4.4.3  External Employment/Consulting

Students funded by LTI research projects are expected to work primarily on those projects. Since consulting provides useful experience, students are generally permitted to consult at most one day per seven-day week, with the advisor's consent.  International students must also have approval in advance from the Office of International Education (OIE).

### 4.4.4  Leave of Absence

The LTI discourages Leaves of Absence (LOA) since students usually do not return, despite good intentions. However, a student in good standing may be granted a LOA of at most one year, upon written request to the Program Director and with the consent of the student's advisor. It is the responsibility of the student on LOA to contact the LTI to initiate a return to the program.

Students taking or returning from a leave of absence must follow the university's leave of absence process, which is described at http://www.cmu.edu/hub/registration/leave.html. Because the MSBIC program is being terminated, there is no guarantee that a student who takes a leave of absence will be able to complete the degree.

### 4.4.5  Satisfactory Progress

If a student does not make satisfactory progress each semester toward completing the degree, the LTI may remove the student from the program.  See section on "End of Semester Evaluation."

### 4.4.6  Winter and Summer Breaks

Students supported by research projects are expected to remain on campus working during breaks in classes.  A two-week vacation is typically allowed in the summer.  The normal winter break policy is that the student works 40 hours per week for two weeks, and takes vacation for the other two weeks.

## 4.5   Carnegie Mellon Academic Policies

### 4.5.1   Assistance for Individuals with Disabilities

The Office of Disability Resources at Carnegie Mellon University has a continued mission to provide physical and programmatic campus access to all events and information within the

Carnegie Mellon community. We work to ensure that qualified individuals receive reasonable accommodations as guaranteed by the Americans with Disabilities Act (ADA) and Sections 503 and 504 of the Rehabilitation Act of 1973. Students who would like to receive accommodations must submit a [Voluntary Disclosure of Disability Form](#) to [access@andrew.cmu.edu](mailto:access@andrew.cmu.edu) to begin the interactive accommodation process.

For more information, please see [www.cmu.edu/hr/eos/disability](http://www.cmu.edu/hr/eos/disability). Students with disabilities are encouraged to self-identify with Equal Opportunity Services by contacting Larry Powell, 412-268-2013, [lpowell@andrew.cmu.edu](mailto:lpowell@andrew.cmu.edu) to access the services available at the university and initiate a request for accommodations.

### 4.5.2 Summary of Graduate Student Appeal and Grievance Procedures

Students who believe that they have been inappropriately treated are encouraged to raise their concern(s) with the Program Director, department head, or other designated person in their department, college, or central administration according to University policies. No effort will be made to prevent or discourage anyone from availing themselves of such procedures (see Graduate Student Appeal and Procedures [www.cmu.edu/graduate/policies/appeal-grievance-procedures.html](http://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 web page. This document summarizes processes available to graduate students who seek review of academic and non-academic issues. 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 here. 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, Suzie Laurich-McIntyre, [slaurichmcintyre@cmu.edu](mailto:slaurichmcintyre@cmu.edu), on issues of process or other concerns as they navigate conflicts.

### 4.5.3 Safeguarding Educational Equity:

**Policy Against Sexual Harassment and Sexual Assault**

Sexual harassment and sexual assault are prohibited by Carnegie Mellon, as is retaliation for having brought forward a concern or allegation in good faith. The policy can be viewed in its entirety at [www.cmu.edu/policies/documents/SA_SH.html](http://www.cmu.edu/policies/documents/SA_SH.html). If you believe you have been the victim of sexual harassment or sexual assault, you are encouraged to make contact with any of the following resources:

- Office of Title IX Initiatives, http://www.cmu.edu/title-ix/, 412-268-7125

- Sexual Harassment Advisors, found in Appendix A of the Policy Against Sexual Harassment and Sexual Assault;

- Survivor Support Network, found in Appendix B of the Policy Against Sexual Harassment and Sexual Assault;

- Sexual Harassment Process and Title IX Coordinators, found in section II of the Policy Against Sexual Harassment and Sexual Assault;

- University Police, 412-268-2323

- University Health Services, 412-268-2157

- Counseling & Psychological Services, 412-268-2922

The MSBIC program has a ZERO TOLERANCE policy on sexual harassment and sexual assault. If you are found to have violated Carnegie Mellon policy, you will be dropped from the MSBIC program immediately without exception.

### 4.5.4 Cultural Tolerance

The MSBIC program is extremely diverse for a program of its size. We have students from numerous different countries who must work effectively in a team setting. The students invariably come from very different cultures that have differing attitudes towards age, gender, and group interaction. The program management understands this, but the students must also recognize that this program is being conducted in the United States and operates according to U.S. norms. Students and faculty, regardless of background, age, or rank, must deal with each other respectfully without insult or raised voices. It is impossible to conduct teamwork in any other way. Violations will be dealt with harshly. The Program Director is not sympathetic to such behavior, which will not be tolerated. Repeated infractions may result in termination from the program.

### 4.5.5 Maternity Accommodation Protocol

Students whose anticipated delivery date is during the course of the semester may consider taking time away from their coursework and research responsibilities. All female students who give birth to a child while engaged in coursework or research are eligible to take either a short-term absence or formal leave of absence. Students in course work should consider either working with their course instructor to receive incomplete grades or elect to drop to part-time status or to take a semester leave of absence. Students engaged in research must work with their faculty to develop plans for the research for the time they are away.

Students are encouraged to consult with relevant university faculty and staff as soon as possible as they begin making plans regarding time away. Students must contact the Office of the Dean of Student Affairs to register for Maternity Accommodations. Students will complete an information form and meet with a member of Dean's Office staff to determine resources and procedures appropriate for the individual student. Planning for the student's discussion with her academic contact(s) (advisor, associate dean, etc.) will be reviewed during this meeting.

## 4.6 Statute of Limitations

http://www.cmu.edu/policies/documents/MastersStudentStatuteLimitations.html.

Students who have matriculated at Carnegie Mellon on or after Fall 2012 must complete all requirements for the master's degree within a maximum of seven years from original matriculation as a master's student, or less if required by a more restrictive department, school or college policy. Once this time-to-degree limit has lapsed, the person may resume work towards a master's degree only if newly admitted to a currently offered master's degree program under criteria determined by that program. (Carnegie Mellon Policy)

Under extraordinary circumstances, such as leave of absence, military or public service, family or parental leave, or temporary disability, a school or college may, upon the relevant department's recommendation and with the written approval of the dean (or designate), defer the lapse for a period commensurate with the duration of that interruption. Students who are pursuing a master's degree as part-time students for all semesters of their program, as approved by their program, may also appeal to their program or department for an extension of the time to degree limit. (Carnegie Mellon Policy)

Any request for a waiver of the statute of limitations must be approved by the Department Head and by the SCS Associate Dean for Masters Programs. The waiver request must explain the exceptional circumstances that warrant an extension. For cases in which a waiver is granted, the waiver will cover specific courses and will specify a time period for completion of the program.

See also the 'Duration of Study' policy.

## 5 Financial Issues

## 5.1 Graduate Student Funding

The LTI does not provide financial aid or support to students in the professional MS programs. Students are encouraged to seek financial aid and support from other sources. The HUB website (www.cmu.edu/finaid/graduate/index.html) provides the Graduate Financial Aid

Guide, information about funding options and how to apply for financial aid and other helpful links. Additional information on financial issues for graduate students can be found on the web at www.cmu.edu/hub/new-grad/.

Students in the professional MS programs are not prohibited from seeking support as Teaching Assistants and Research Assistants. However, typically fulltime MS students do not have time for these activities. Typically Research Assistantships are most likely to be awarded to students in Carnegie Mellon's research-oriented degree programs.

## 5.2 University Financial Aid

Graduate students should consult the graduate student financial aid information found on The HUB website: www.cmu.edu/finaid/graduate. Students will find the Graduate Financial Aid Guide, information about funding options and how to apply for financial aid and other helpful links.

## 5.3 Health Insurance

Carnegie Mellon has a Student Health Insurance policy requiring full-time, degree-seeking students to carry adequate medical insurance. Students must either purchase the plan offered by the University or an application for a waiver can be made if the student is "enrolled as the dependent, partner/spouse or principal in an employer or government-sponsored insurance plan" (see the Carnegie Mellon University Student Health Insurance Policy at www.cmu.edu/policies/documents/StudentInsurance).

It is the responsibility of each student to make arrangements with Student Health Services to either pay for their insurance at the beginning of the semester, or elect a payment plan over the course of the academic year. More information is available at the Student Health Services Web site www.studentaffairs.cmu.edu/HealthServices/insurance.

## 5.4 Emergency Loans

www.cmu.edu/student-affairs

All students regardless of their program are eligible for the Emergency Student Loan, which is an interest-free and emergency based loan repayable within 30 days. It is available through the Office of the Dean of Student Affairs; students may apply for the loan by stopping in to the Student Affairs Office, Warner Hall 301, or by calling (412) 268-2075 for an appointment.

# 6    Additional University Resources

## 6.1    The HUB Student Services Center

thehub@andrew.cmu.edu and www.cmu.edu/hub/

The HUB is located in Warner Hall, Lower Level.  The HUB staff delivers comprehensive service and counsel to students and families regarding financial aid, billing and payment, registration and academic records. The Assistant Directors in The HUB serve as contacts for specific colleges and assist enrolled students with key aspects of the enrollment process.  A student can find their assigned HUB Assistant Director on their Student Information Online (SIO) Resource page. Questions that need specialized, in-depth attention can be directed to the student's assigned Assistant Director.  For general questions and information, students may email The HUB or call 412-268-8186.

## 6.2    Student Information Online (SIO)

Student Information Online (SIO) is a secure site where students can find important, personalized information, including E-Bills and student account information, financial aid status and eligibility, grades and QPA, and course schedules. Students can update their and their spouse's or domestic partner's contact information, sign up for E-Check & E-Refund, authorize their spouses, domestic partners or another individual to receive a copy of their E-Bill, request verifications, view their housing and meal plan assignments, and much more. Students can log on to SIO by going to www.cmu.edu/hub/sio and entering their Andrew User ID and password.

On SIO, students will designate an emergency contact address of a relative or family friend to be contacted in the case of an emergency.   If students do not want their name and address published in the campus directory, they must notify the HUB in writing.

## 6.3   ID Cards

Graduate students can obtain their ID card from The HUB once they have been entered into SIO for the semester.  These cards identify their holders as members of the campus community. Student cards are deactivated upon the cardholder's separation from the university.

Affiliate ID Cards are available for spouses and partners of graduate students that allow them to access Carnegie Mellon's campus.  These cards are available through The HUB to spouses and partners of graduate students who are enrolled for the current academic year in a full-time graduate degree program.  The card is valid for one year.   For information about domestic partner registration, visit the Office of the Dean of Student Affairs webpage: www.studentaffairs.cmu.edu/dean/domestic_partner/.

For more information about student and affiliate ID cards (spouse, domestic partners and dependent children), please visit: www.cmu.edu/idplus/idcards/cardtypes.html.

## 6.4  Transcripts

Information about and instructions for ordering transcripts are available at: www.cmu.edu/hub/transcripts.html. Transcript questions may be directed to esg-transcripts@andrew.cmu.edu.

## 6.5  Pittsburgh Council on Higher Education (PCHE) and Cross-registration

www.cmu.edu/policies/documents/CrossRegister.html

Cross-registration provides an opportunity for enriched educational programs by permitting full-time graduate students to cross-register for courses (usually no more than one per semester) at a Pittsburgh Council on Higher Education (PCHE) Institution. Full-time Carnegie Mellon degree students are eligible and the PCHE course may not count towards full-time status unless the student is enrolled in an inter-university program. Students interested in taking advantage of this opportunity should be familiar with the Policy on Grades for Transfer Courses already outlined previously in this handbook.

Department-specific information about graduate students' ability to cross register and transfer grades should be included here.

## 6.6  Student Privacy Rights and FERPA

www.cmu.edu/policies/documents/StPrivacy.html

This university policy notifies students of their rights under the federal Family Educational Rights and Privacy Act (FERPA).  According to FERPA, students have the right to:

- inspect and review their education records;
- request an amendment to their education record if they believe they are inaccurate or misleading;
- request a hearing if their request for an amendment is not resolved to their satisfaction;
- consent to disclosure of personally identifiable information from their education records, except to the extent that FERPA authorizes disclosure without consent;
- file a complaint with the U.S. Department of Education Family Policy Compliance Office if they believe their rights under FERPA have been violated.

For questions about Student Privacy Rights, FERPA or filing a complaint, contact John Papinchak, University Registrar, [jp7p@andrew.cmu.edu](mailto:jp7p@andrew.cmu.edu), in Enrollment Services.

## 6.7   Academic Calendar

The official academic calendar is published by Enrollment Services.  It is not uncommon for departments and colleges to have academic requirements that differ from or are in addition to those presented in the academic calendar provided to the campus community by Enrollment Services.  This section is an opportunity for the department to confirm the official academic calendar for graduate students and provide the link to the calendar: [www.cmu.edu/hub/calendar.html](www.cmu.edu/hub/calendar.html).  Be clear about the expected academic calendar of the department, and/or provide additional information about formal requirements on a student's time.

## 6.8   Professional Development

The Career and Professional Development Center (CPDC) ([www.studentaffairs.cmu.edu/career/index.html](www.studentaffairs.cmu.edu/career/index.html)) at Carnegie Mellon is a centralized career center staffed by a team of seasoned and highly-educated professionals who orchestrate the career exploration, experiential learning, and career networking needs of students and alumni.

Carnegie Mellon's career and professional development model is grounded in discipline-specific career development, experiential learning, and employer relations shaped by strong connections with the university's seven academic colleges. The center's success is founded upon a solid understanding of career and professional development theory, integration of technology, and an unwavering commitment to providing personalized attention towards meeting the unique individual needs of students, alumni, and employers.  The CDPC is located on the Lower Level of the University Center, 412-268-2064.

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

## 6.9   University Libraries

[search.library.cmu.edu](search.library.cmu.edu)
There are three main libraries at Carnegie Mellon:  Hunt Library, Mellon Institute Library and

Engineering & Science Library with the combined mission of providing access and help to graduate students in finding the information needed, teaching graduate students to evaluate available information and use reliable sources. The libraries' digital resources and services, including off-campus/ wireless access to databases and e-journals, offer online access. There are also two neighboring libraries open to Carnegie Mellon graduate students: Carnegie Library of Pittsburgh and University of Pittsburgh Libraries. Visit the University Libraries website for information about all mentioned library locations and hours, on-line resources and FAQ's.

## 6.10  Computing Services

www.cmu.edu/computing/
Computing Services is located in Cyert Hall 285. Computing Services develops, maintains and supports the computing infrastructure for Carnegie Mellon students, faculty members and staff members. This includes the campus wired and wireless networks, public computer labs or "clusters," cable television and telephone services, computing related documentation and support through the Help Center. In addition, Computing Services provides standard classroom technologies for over 100 lecture halls, classrooms and seminar rooms across campus. The website contains addition information regarding The Help Center hours, location and contact information, computing cluster hours and location, the Carnegie Mellon web portal, computing security and policies and guidelines. Students can email the Help Center at advisor@andrew.cmu.edu with questions and for assistance.

## 6.11  Family and Dependents Resources

The Graduate Student Assembly website maintains a resource page for spouses, domestic partners and families of graduate students: www.cmu.edu/stugov/gsa/resources/family.html, including The Student Parent Association, new mother rooms, and links to resources around campus and the Pittsburgh area.

Affiliate ID Cards are available for spouses and domestic partners of graduate students that allow them to access Carnegie Mellon's campus. These cards are available through The HUB to spouses and partners of graduate students who are enrolled for the current academic year in a full-time graduate degree program. The card is valid for one year. For more information about student and affiliate ID cards, please visit www.cmu.edu/idplus/idcards/cardtypes.html.

## 6.12  Domestic Partner Registration

Carnegie Mellon extends certain benefits to domestic partners of students. Eligible students may elect benefits for their domestic partners through the registration process orchestrated by the Office of the Dean of Student Affairs, 3rd floor Warner Hall. Information regarding the

benefits avail-able for domestic partners, eligibility for domestic partner benefits, registration instructions and forms can be located at: www.studentaffairs.cmu.edu/dean/domestic_partner/index.html.

## 6.13  Housing

The university does not currently offer housing to graduate students.   The Office of Housing and Dining Services does provides community housing information to assist graduate students who are seeking housing in the communities surrounding the university, including information on the legal aspects of renting an apartment, moving checklists and the off-campus housing database.  This information can be located at: www.cmu.edu/housing/community-housing/index.html.

## 6.14  Dining

www.cmu.edu/dining/
Dining services and operations are offered through the Office of Housing and Dining Services. The office operates dining locations open around campus in academic buildings, Hunt Library and the University Center. These locations offer flexible hours with options from the early morning through late night.   The Dining Service website contains information about dining locations, hours of operation, graduate student dining plans forms, nutritional information, and weekly menus for dining locations.

## 6.15  Parking and Transportation

www.cmu.edu/parking/
Graduate students will find information about parking and availability, parking policies, transportation options and Port Authority Transit usage with a valid university ID on the Parking and Transportation Services site.  The Parking and Transportation Services office is located in the lower level of the University Center, LL#8.  There is limited parking on campus, and the varying permit rates can be found on the website.  All parking areas of campus are either by permit, metered or by the hour in the garage.  Parking and Transportation Services will ticket any car parked in a permit area without a permit or at an expired meter.  The city monitors the metered parking along Margaret Morrison, Frew and Tech Streets and will ticket at expired meters as well.

The university offers shuttle and escort services operated by University Police.  The Shuttle Service operates several routes within Oakland, Squirrel Hill and Shadyside areas, as well as to University sites located outside of the main campus.  The Escort Service offers vehicle routes within a radius of campus between 6:30 pm-6 am daily.  Information regarding up-to-date

shuttle and escort schedules, pick-up/drop-off locations, routes and usage policies can be found at www.cmu.edu/police/shuttleandescort/.

SafeWalk provides another option to campus community members walking across and around campus during late-night hours. SafeWalk is a student volunteer organization that provides campus escorts for all members of the Carnegie Mellon community. SafeWalk operates nightly during the regular academic year (except certain holidays and break periods) from 10pm until 2am. Students, faculty, and staff may request an escort by calling 412-268-SAFE (8-7233 from a campus phone), by approaching an escort team, or by stopping by the SafeWalk dispatch area in the University Center, Lower Level near the Post Office Package Pick-Up window between 10pm-2am. SafeWalk will escort to locations approximately one mile from campus. Additional SafeWalk information can be found at www.studentaffairs.cmu.edu/safewalk.

## 6.16  Copying, Printing and Mailing Services

Carnegie Mellon offers community members easy access to FedEx, copy centers, printing and mailing services, and postal services. More information regarding these services, locations and contact information can be found in The Word at www.cmu.edu/student-affairs/theword//campus_resources/copyprintmail.html.

## 6.17  University Center

www.cmu.edu/university-center
The University Center is a centerpiece of the campus that provides a space for special events, physical fitness, student organizations and various activities, as well as accommodating retail and dining services. As the campus crossroads, the University Center functions as a place for students to interact, get involved and enjoy new experiences.  Visit the University Center website for information about campus eateries, ATMs and PNC Bank, fitness rooms and schedules, retail stores, scheduling University Center space, the public prayer room, student organizations and the Wright-Rogal Chapel.

The University Center Information Desk is the location if you want to know about upcoming campus events or have questions about Carnegie Mellon in general, call the Information Desk at 412-268-2107. The Information Desk not only provides information about campus events, but also sells postage stamps, makes copies, sends faxes, distributes campus maps, manages a lost & found, and has information brochures about Pittsburgh and the campus.

## 6.18  Athletic/Fitness Facilities

www.cmu.edu/athletics

For the participant or the spectator, Carnegie Mellon offers intercollegiate athletics, intramural sports, physical education classes and club sports. The Athletics Department also offers aerobics classes in the University Center and Skibo Gym as well as occasional workshops and instruction related to fitness and health.  The Athletics Office is located in the Skibo Gymnasium.

Skibo Gym facilities include courts for basketball, volleyball, badminton, as well as weight-training and aerobic equipment. The University Center's recreational facilities include an eight-lane pool, racquetball and squash courts, aerobics room, fitness center and gym for basketball and volleyball. All users must present a current Carnegie Mellon Card to use these facilities.

## 6.19  CMU Alert

www.cmu.edu/alert

CMU Alert sends voice and/or text messages to registered phones in the event of a campus emergency that threatens public safety or during tests of the system in the spring and fall semesters.  Students can register for CMU Alert through the website.

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

## 7.1    Key Offices for Graduate Student Support

## 7.1.1    Office of the Assistant Vice Provost for Graduate Education

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

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

The Office of the AVPGE often partners with the division of Student Affairs to assist graduate students with their Carnegie Mellon experience.  Senior members of the student affairs staff are assigned to each college (college liaisons) and are often consulted by the Assistant Vice Provost

for Graduate Education and departments on an individual basis to respond to graduate student needs.

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

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

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

### 7.1.2 Office of the Dean of Student Affairs

www.cmu.edu/student-affairs/index.html

The Office of the Dean provides central leadership of the metacurricular experience at Carnegie Mellon. The offices that fall under the division of Student Affairs led by Vice President and Dean of Student Affairs Gina Casalegno, include (not an exhaustive list):

- Career and Professional Development Center
- Cohon University Center
- Counseling & Psychological Services (CAPS)
- Dining Services
- Housing Services
- Office of Integrity and Community Standards
- Office of International Education (OIE)
- Student Activities

- University Health Services

Graduate students will find the enrollment information for **Domestic Partner Registration** and **Maternity Accommodations** in the Office of the Dean of Student Affairs and on the website. The Office of the Dean of Student Affairs also manages the **Emergency Student Loan** (ESLs) process. The Emergency Student Loan service is made available through the generous gifts of alumni and friends of the university. The Emergency Student Loan is an interest-free, emergency-based loan repayable within 30 days. Loans are available to enrolled students for academic supplies, medication, food or other expenses not able to be met due to unforeseeable circumstances. The Office of Integrity and Community Standards also provides consultation, support, resources and follow-up on questions and issues of Academic Integrity: www.cmu.edu/academic-integrity.

### 7.1.3 Assistance for Individuals with Disabilities

www.cmu.edu/hr/eos/disability/
Students with disabilities are encouraged to self-identify with Equal Opportunity Services by contacting Larry Powell, 412-268-2013, lpowell@andrew.cmu.edu to access the services available at the university and initiate a request for accommodations.

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

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

### 7.1.5 Carnegie Mellon Ethics Hotline

The health, safety, and well-being of the university community are top priorities at Carnegie Mellon University. Carnegie Mellon 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.**

### 7.1.6  Graduate Student Assembly

www.cmu.edu/stugov/gsa/index.html
The Carnegie Mellon Student Government consists of an Executive Branch and a Legislative Branch. This is the core of traditional student government, as governed by the Student Body Constitution. The Executive Branch serves the entire student body, graduate and undergraduate, and consists of one president and four vice-presidents. The Legislative Branch for graduate students, The Graduate Student Assembly (GSA) passes legislation, allocates student activities funding, advocates for legislative action locally and in Washington D.C. on behalf of graduate student issues and needs, and otherwise acts on behalf of all graduate student interests.  GSA also contributes a significant amount of funding for conferences and research, available to graduate students through application processes managed by the Office of the Assistant Vice Provost for Graduate Education.  GSA also plans various social opportunities for graduate students and maintains a website of graduate student resources on and off-campus, www.cmu.edu/stugov/gsa/Resources. Each department has representation on GSA and receives funding directly from GSA's use of the student activities fee for departmental activities for graduate students.  The department rep(s) is the main avenue of graduate student representation of and information back to the graduate students in the department.

### 7.1.7  Intercultural Communication Center (ICC)

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

### 7.1.8  Office of International Education (OIE)

www.studentaffairs.cmu.edu/oie/
Carnegie Mellon hosts international graduate and undergraduate students who come from more

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

### 7.1.9   Veterans and Military Community

www.cmu.edu/veterans/

Military veterans are a vital part of the Carnegie Mellon University community.  Graduate students can find information on applying veteran education benefits, campus services, veteran's groups at Carnegie Mellon, non-educational resources and international military service information through the Veterans and Military Community website.  There are also links and connections to a veteran resource in the Pittsburgh community.  The Naval ROTC and Veteran Affairs Offices are located at 4615 Forbes Avenue, uro-vaedbenefits@andrew.cmu.edu, 412-268-8747.

## 7.2   Key Offices for Academic & Research Support

### 7.2.1   Computing and Information Resources

www.cmu.edu/computing

Computing Services provides a comprehensive computing environment at Carnegie Mellon.  Graduate students should seek Computing Services for information and assistance with your Andrew account, network access, computing off-campus, campus licensed software, email, calendar, mobile devices, computer security, cluster services and printing.  Computing Services can be reached at it-help@cmu.edu.

The Carnegie Mellon Computing Policy establishes guidelines and expectations for the use of computing, telephone and information resources on campus.  The policy is supported by a number of guidelines graduate students should know.  The policy and guidelines are available at: www.cmu.edu/computing/guideline/index.html.

### 7.2.2  Research at Carnegie Mellon

www.cmu.edu/research/index.shtml

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

### 7.2.3  Office of Research Integrity & Compliance

www.cmu.edu/research-compliance/index.html

The Office of Research Integrity & Compliance (ORIC) is designed to support research at Carnegie Mellon University.  The staff work with researchers to ensure research is conducted with integrity and in accordance with federal and Pennsylvania regulation.  ORIC assists researchers with human subject research, conflicts of interest, responsible conduct of research, export controls, intellectual property rights and regulations, and institutional animal care & use.  ORIC also consults on, advises about and handles allegations of research misconduct.

## 7.3  Key Offices for Health, Wellness & Safety

### 7.3.1  Counseling & Psychological Services

www.studentaffairs.cmu.edu/counseling

Counseling & Psychological Services (CAPS) affords the opportunity for students to talk privately about issues that are significant for them in a safe, confidential setting. Students sometimes feel confused about why they are feeling upset and perhaps confused about how to deal with it. An initial consultation with a CAPS therapist will clarify options and provide a recommendation to the appropriate mental health resource at Carnegie Mellon or the larger Pittsburgh community.  CAPS services are provided at no cost.  Appointments can be made in person or by telephone, 412-268-2922.

### 7.3.2  Health Services

www.cmu.edu/HealthServices/

University Health Services (UHS) is staffed by physicians, advanced practice clinicians and registered nurses who provide general medical care, allergy injections, first aid, gynecological care, and contraception as well as on-site pharmaceuticals. The Carnegie Mellon student insurance plan covers most visit fees to see the physicians and advanced practice clinicians & nurse visits. Fees for prescription medications, laboratory tests, diagnostic procedures and

referral to the emergency room or specialists are the student's responsibility, and students should review the UHS website and their insurance plan for detailed information about the university health insurance requirement and fees. UHS also has a registered dietician and health promotion specialists on staff to assist students in addressing nutrition, drug and alcohol and other healthy lifestyle issues. In addition to providing direct health care, UHS administers the Student Health Insurance Program. The Student Health Insurance plan offers a high level of coverage in a wide network of health care providers and hospitals. Graduate students should contact UHS to discuss options for health insurance for spouses, domestic partners, and dependents. Appointments can be made by visiting UHS's website or by telephone, 412-268-2157.

### 7.3.3  University Police

[www.cmu.edu/police/](www.cmu.edu/police/)

 412-268-2323 (emergency only), 412-268-6232 (non-emergency)

The University Police Department is located at 300 South Craig Street, Room 199 (entrance is on Filmore Street).   The department's services include police patrols and call response, criminal investigations, shuttle and escort services, fixed officer and foot officer patrols, event security, and crime prevention and education programming.  Visit the department's website for additional information about the staff, escort and shuttle, emergency phone locations, crime prevention, lost and found, finger print services, and annual statistic reports.

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

### 7.3.4  Shuttle and Escort Services

University Police coordinates the Shuttle Service and Escort Service provided for Carnegie Mellon students, faculty, and community.  Full information about these services stops, routes, tracking, and schedules can be found online at: [www.cmu.edu/police/shuttleandescort/](www.cmu.edu/police/shuttleandescort/)

### 7.4  The WORD

[www.cmu.edu/student-affairs/theword/](www.cmu.edu/student-affairs/theword/)

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

Carnegie Mellon Vision, Mission
Carnegie Code
Academic Standards, Policies and Procedures
 Educational Goals
 Academic and Individual Freedom
 Statement on Academic Integrity
 Standards for Academic & Creative Life
  Assistance for Individuals with Disabilities
  Master's Student Statute of Limitations
  Conduct of Classes
  Copyright Policy
  Cross-college & University Registration
  Doctoral Student Status Policy
  Evaluation & Certification of English Fluency for Instructors
  Final Exams for Graduate Courses
  Grading Policies
  Intellectual Property Policy
  Privacy Rights of Students
  Research
  Human Subjects in Research
   Office of Research Integrity & Compliance
   Office of Sponsored Programs
   Policy for Handling Alleged Misconduct of Research
   Policy on Restricted Research
  Student's Rights
  Tax Status of Graduate Student Awards

Campus Resources & Opportunities
 Alumni Relations
 Assistance for Individuals with Disabilities
 Athletics, Physical Fitness & Recreation
 Carnegie Mellon ID Cards and Services
 Cohon University Center
 Copying, Printing & Mailing
 Division of Student Affairs
 Domestic Partner Registration
 Emergency Student Loan Program