Carnegie Mellon University
School of Computer Science

Master of Science in Intelligent Information Systems

Student Handbook 2016-2017

Revised: August 8, 2016

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1   Introduction

1.1   The MIIS Degree

The Master of Science in Intelligent Information Systems (MIIS) is a professional degree offered by the Language Technologies Institute (LTI), a graduate department in the School of Computer Science at Carnegie Mellon University. The MIIS degree provides advanced study and practical experience in areas of Computer Science focused on the processing and analysis of unstructured and semi-structured information, for example, text, image, video, speech, and audio information. It is a practice-oriented professional degree designed for students who want to rapidly master advanced content-analysis, mining, and intelligent information technologies prior to beginning or resuming leadership careers in industry and government.

There are significant differences between CMU's different departments and degree programs in philosophical approach, procedures, policies and regulations. Each department issues a handbook that informs graduate students of their program requirements and procedures and ensures that students have written access to the standard information outlined below. This handbook describes the policies, procedures, and requirements for the Master of Science in Intelligent Information Systems (MIIS) degree.

While this handbook is specific to your academic experience in the department, there are several other resources and offices graduate students are encouraged to consult during their tenure at Carnegie Mellon University. Information about *The Word/Student Handbook*, the Office of the Assistant Vice Provost for Graduate Education, the Office of the Dean of Student Affairs and others are included in Appendix A of this handbook.

All policies not explicitly described in this document conform to School of Computer Science (SCS) policies and university policies described in *The Word/Student Handbook* and at the University Policies website. It is the responsibility of each member of the Carnegie Mellon community to be familiar with university policies and guidelines.

1.2   MIIS Contact Information

The people that are responsible for administering the MIIS degree are:

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The Language Technologies Institute is located primarily on the 5th and 6th floors of the Gates Hillman Complex (GHC) on Carnegie Mellon's Pittsburgh campus. It can be contacted at:

Language Technologies Institute
Carnegie Mellon University
5000 Forbes Avenue
Gates Hillman Complex 5402, LTI
Pittsburgh, PA 15241-3891
412-268-6591 (phone)
412-268-6298 (fax)

http://www.lti.cs.cmu.edu/

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//index.html
- Academic Integrity Website: www.cmu.edu/academic-integrity
- University Policies Website: www.cmu.edu/policies/
- Graduate Education Website: www.cmu.edu/graduate/policies/index.html

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.

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 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

2 The Language Technologies Institute

2.1 Main Office

LTI reception is located in room 5413 of the Gates Hillman Complex (GHC 5413). 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

Fulltime students in the LTI's MS degrees 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 MIIS Degree Attainment

3.1 Course Requirements

In order to complete the Master of Science in Intelligent Information Systems, a student must satisfy three types of requirements. *Curricular* requirements ensure that MIIS students receive instruction in core intelligent information systems technologies while also allowing an opportunity to specialize in areas of personal interest. *Practice* requirements are opportunities to apply and hone new skills while building state-of-the-art systems. *Grade* requirements ensure that students have demonstrated a certain level of skill while completing degree requirements. All three types of requirements are described below.

A student must complete 84 curricular units and 66 practice units for a total of 150 units to attain the MIIS degree.

3.1.1 Curricular Requirements

A student must complete at least 84 instruction-oriented course units and satisfy the following curricular requirements.

1. **Qualifying courses:** Students must pass 72 units (typically 6 12-unit courses) in qualifying Masters courses. A qualifying Masters course is defined as:
    a. Any graduate course (600-level or higher) offered by the Language Technologies Institute; and
    b. Any graduate course (600-level or higher) from a list of approved qualifying courses (Section 2.1.1).

2. **Free elective:** Students must pass 12 units (typically 1 course) in elective Masters course(s). A free elective is defined as:
    a. Any graduate course (600-level or higher) offered by the university; and
    b. Any course approved by the student's advisor and the degree Program Director.
    c. A student may not use the same course to satisfy both a qualifying course requirement and an elective course requirement.

3. **Breadth requirements:** Students must demonstrate breadth by passing a course in each of the following areas.
    a. Human language;
    b. Machine learning; and
    c. Language technology applications.

   The department maintains and publishes a list of courses that satisfy each of these requirements (Sections 2.1.2 – 2.1.4). Courses used to satisfy a breadth requirement can also satisfy qualifying course requirements.

3.1.2 Practice Requirements

A student must complete at least 66 practice-oriented course units and satisfy the following practice-oriented requirements.

1. **Directed study requirement:** Students must pass 24 units (typically 12 units x 2 semesters) in directed study under the supervision of their advisor. Directed study is a structured, task-oriented form of independent study that provides deep, hands-on experience in a particular technology area and an opportunity to work closely with a member of the faculty.

2. **Internship requirement:** Students must complete a one-semester (typically summer) internship at an organization (typically a company or government agency) approved by the MIIS Program Director. Internships are an opportunity to apply new skills in a professional setting and to learn about software development in a 'real world' organization. Students with prior professional experience may petition the MIIS Program Director to waive this requirement.

   MIIS students that do an internship during the summer semester are required to present their internship at a poster session at the beginning of the following Fall semester. The poster and the student's participation in the poster session are part of the internship requirement. Participation is required unless waived in writing by the MIIS Program Director.

3. **Capstone requirements:** Students must complete a capstone project (36 units) and a capstone planning seminar (6 units). The capstone requirement gives students experience with collaborative, team-oriented software development; significant hands-on experience with the techniques studied in the classroom; and an opportunity to work on a large software application.
   a. The capstone project (36 units) is a large, group-oriented demonstration of student skill in one or more areas covered by the degree. Typically the result of the capstone project is a major software application. The capstone project is supervised by a member of the faculty who meets with students on a weekly basis to monitor progress and provide guidance.
   b. The capstone planning seminar (6 units) organizes students into groups; defines capstone project goals, requirements, success metrics, and deliverables; and identifies and acquires data, software, and other resources required for successful completion of the project. The planning seminar must be completed in the semester prior to taking the capstone project.

3.1.3 Grade Requirements

Students must demonstrate their mastery of material taught in courses and their success in applying their skills in directed study and capstone projects by satisfying the following grade requirements:

1. **Minimum grade:** Only courses with a grade of C or higher are counted as satisfying a degree requirement.

2. **Minimum QPA:** A student must maintain an average QPA of at least 3.0 in courses and projects used to satisfy degree requirements.

3. **Pass/fail:** Pass/fail grades are not permitted for courses and projects used to satisfy a degree requirement. Graduate students who are required to take additional undergraduate courses to build up the core foundations of computer science may not elect the pass/fail option for these courses.

3.1.4 Approved Qualifying Courses

Any graduate course (600-level or higher) offered by the Language Technologies Institute is a qualifying course.

Any two graduate courses (600-level or higher) offered by the Machine Learning Department may be counted as *approved qualifying courses*.

Any course from the following list is an *approved qualifying course*.

- 02-712, Computational Methods for Biological Modeling and Simulation
- 05-631, Software Structures for User Interfaces
- 05-813, Human Factors
- 08-731, Information Security and Privacy
- 08-766, Mobile and Pervasive Computing Services
- 15-826, Multimedia Databases and Data Mining
- 16-720, Computer Vision

3.1.5 Breadth Courses: Human Language

- 11-611, Natural Language Processing
- 11-711, Algorithms for NLP
- 11-721, Grammars and Lexicons
- 11-761, Language and Statistics

3.1.6 Breadth Courses: Language Technology Applications

- 11-642, Search Engines
- 11-717, Language Technologies for Computer Assisted Language Learning
- 11-718, Conversational Interfaces
- 11-731, Machine Translation
- 11-751, Speech Recognition and Understanding
- 11-797, Question Answering

3.1.7 Breadth Courses: Machine Learning

- 11-642, Machine Learning for Text Mining
- 11-663, Applied Machine Learning
- 11-755, Machine Learning for Signal Processing

- 11-763, Structured Prediction for Language and Other Discrete Data
- 10-601, Introduction to Machine Learning
- 10-605, Machine Learning with Large Datasets
- 10-701, Introduction to Machine Learning
- 10-708, Probabilistic Graphical Models
- 10-715, Advanced Introduction to Machine Learning

3.1.8 Internships

Students are responsible for identifying and applying for internships on their own. The LTI and the university provide several types of support for students seeking internships. An annual poster session helps spread information from MIIS students that recently completed internships to MIIS students that will soon seek internships; other LTI professional MS programs have similar internship-oriented poster sessions that MIIS students may attend. The university offers resume-writing and interviewing workshops to help prepare students, and fall and spring employment fairs to help students connect with companies. The university's Career & Professional Development Center provides other services as well.

If a student cannot find an internship, the MIIS program will arrange an on-campus internship with a university-based project. This internship may be unpaid.

International students are required to consult with the Office of International Education for eligibility before seeking an internship or signing an offer letter.

3.1.9 Advising

Each student has a faculty advisor charged with guiding the education and monitoring the progress of the student through the program. The advisor also supervises the student's directed study projects. This personal student-advisor relationship ensures that every student receives the necessary faculty mentoring. The advisor also provides the student with career advice.

How and when the advisor is selected: Advisors are selected during the first month of the program. Students are expected to attend the LTI's Immigration Course lectures in which faculty describe their interests and areas of expertise, and to be proactive about meeting individually with potential advisors. Typically, if a student and faculty member agree to enter an advising relationship, it is approved by the Program Director. If a student has not found an advisor after one month in the program, the Program Director will assign an advisor to the student.

How to change advisors: The initial advisor selection should be made carefully. However, it is possible to change advisors. To do so, the student should find another faculty member willing to serve as an advisor, and then make a request to the Program Director to switch advisors. The LTI follows the long-standing SCS policy that both the new and old advisors need to agree to the change; typically this is not a problem, assuming the new advisor has agreed in advance, as described here. It is to the student's advantage to avoid switching advisors, especially late in their graduate studies, because forging a strong student-advisor relationship takes time.

3.2   LTI Orientation ("The Immigration Course" or "The IC")

Each Fall semester the LTI provides 2-3 weeks of lectures and talks to help students learn about the work done by CMU faculty and to provide an opportunity for advisors to recruit new students. Students are expected to attend them and treat them as seriously as a course, because they provide a good introduction to the broad range of research done at the LTI. Students do not register for the LTI Orientation, nor do they receive a grade, however the department is serious about its expectation that new students will attend these talks.

For many years, these talks were called "the Immigration Course (IC)". The intuition behind this name is that the talks help orient newly-arrived students – immigrants into the CMU environment. However, some students understood the name to indicate that the talks would be about US immigration and visa requirements. The older name has been retired, however people who have been at CMU a long time may occasionally use the older name.

3.3   End of Semester Evaluation ("Black Friday")

Near the end of each semester, the student must prepare a statement that describes his or her achievements in the current semester, and plans for the next semester. At the end of the semester, the faculty evaluates each student's academic progress. The student's advisor serves as the student's advocate in this process. The result of the evaluation is a letter from the faculty to the student that indicates whether the student is making *satisfactory progress* towards completing the degree. Typically students receive their letters within 1-2 weeks.

A **good letter** typically indicates that the student is making *satisfactory progress*. If the student is doing exceptionally good work, a stronger adjective such as *excellent* might be used, but this is unusual.

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 an *N-1 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.

3.4   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: http://www.cmu.edu/hub/transcripts/verifications/enrollment.html.

3.5   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 to begin the interactive accommodation process.

For more information please see http://www.cmu.edu/hr/eos/disability/index.html. 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.

3.6   University Policies on Grades and Grading

3.6.1   University Policy on Grades

https://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 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.)

3.7   Academic Integrity

Carnegie Mellon's Academic Integrity policy is posted at https://www.cmu.edu/academic-integrity/. All students are expected to be familiar with this policy.

The university-wide protocol for handling academic integrity violations is posted at http://www.cmu.edu/academic-integrity/documents/academic-disciplinary-actions-overview-for-graduate-students.2013.pdf.

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   MIIS Academic Policies

4.1.1   Double-Dipping

A Masters student who uses courses taken as part of another degree program (at Carnegie Mellon or elsewhere) toward their program requirements cannot use those same courses toward any other M.S. degree offered by the School of Computer Science without prior approval. (SCS policy)

4.1.2   Duration of Study

Students enrolled for full-time study are expected to complete the degree in three semesters of academic study and one summer internship (16 months, total). Students that do not require an internship can complete the degree in one calendar year (12 months).

Students enrolled for part-time study are expected to complete the program in six semesters of academic study and one summer internship (27 months). Students that do not require an internship can complete the degree in two calendar years (24 months).

See also the 'Statute of Limitations' policy.

4.1.3   Independent Studies

An independent study can be counted as an Elective course, but it cannot be counted as a Qualifying course.

4.1.4   Maximum and Minimum Courseloads

A student in the program may register for a **maximum** of seventy two (72) units per semester. (MIIS policy)

A student in the program must be registered for a **minimum** thirty six (36) units per semester to be considered a *fulltime* student or twelve (12) units per semester to be considered a *part-time* student. (MIIS policy)

4.1.5 Pass/Fail Grades

Pass/fail grades are not permitted for courses used to satisfy a degree requirement. Graduate students who are required to take additional undergraduate courses to build up the core foundations of computer science may not elect the pass/fail option for these courses.

4.1.6 Transfer Credit

The MIIS program does not grant transfer credit for courses previously completed at another institution.

An equivalent graduate course previously completed at another institution may be permitted to satisfy one of the MIIS breadth requirements. The decision about whether a course may be used to satisfy a breadth requirement is made by the MIIS Program Director. Typically the student will provide the Program Director with the syllabus of the external course, and the Program Director will use that and the student's transcript to make the decision.

Satisfying a breadth requirement with a course from another institution does not reduce the number of CMU course units that must be taken to attain the MIIS degree.

4.1.7 Transferring Into the MIIS Program

Transfers into the MIIS program are not permitted during a student's first semester at CMU. Students must begin their study at CMU in the program that admitted them.

Students may request to transfer into the MIIS program after completing their first semester and before the add/drop deadline of the spring semester. The student must make the request in writing (or email) to the MIIS Program Director. The MIIS Program Director will inform the student about what application materials are required, for example, an explanation of why a transfer is desired, a proposed plan of study, a proposed advisor, and CMU transcripts. Students that are already enrolled in an LTI degree program are not required to retake GRE and TOEFL exams or to produce new transcripts from other universities.

The MIIS program will conduct an expedited admissions process after receiving such a request. The program will explicitly consider whether the coursework done prior to the transfer will allow the student to be "on schedule" by the end of the spring semester, so that the student can participate in a capstone project with other MIIS students during the next fall semester.

4.1.8 Transferring Out of the MIIS Program

The MIIS program does not prevent students from transferring to another degree program. Each degree program has its own rules about whether and when transfers into the program are permitted. A student that is interested in transferring out of the MIIS degree program should

consult the handbook and Program Director of the desired degree program to learn whether transfers are permitted, and if so, how and when to request such a transfer.

4.2   LTI Academic Policies

4.2.1   "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 of time.

4.2.2   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 CMU or elsewhere, the student receives that many units of credit, and the total amount of required coursework is reduced by that amount.

4.2.3   External Employment/Consulting

Students funded by LTI research projects are expected to work primarily for 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).

4.2.4   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 1 year, upon written request to the Program Director and with 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.

4.2.5   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".

4.2.6 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.

4.3   CMU Academic Policies

4.3.1   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 to begin the interactive accommodation process.

For more information please see http://www.cmu.edu/hr/eos/disability/index.html. 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.

4.3.2   Summary of Graduate Student Appeal and Grievance Procedures

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 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, on issues of process or other concerns as they navigate conflicts.

4.3.3   Safeguarding Educational Equity:
Policy Against Sexual Harassment and Sexual Assault

Sexual harassment and sexual assault are prohibited by CMU, as is retaliation for having brought forward a concern or allegation in good faith. The policy can be viewed in its entirety at: http://www.cmu.edu/policies/documents/SA_SH.htm.   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

4.3.4 Maternity Accommodation Protocol

Students whose anticipated delivery date is during the course of the semester may consider taking time away from their coursework and/or 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 the 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.

4.3.5 Statute of Limitations

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

Students who have matriculated at Carnegie Mellon beginning Fall 2012 will 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. (CMU 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 extension of the time to degree limit. (CMU 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.

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 (http://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 http://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 CMU'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: http://www.cmu.edu/finaid/graduate/index.html. 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 http://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

http://www.cmu.edu/student-affairs/index.html
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 http://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. 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 other 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: http://www.studentaffairs.cmu.edu/dean/domestic_partner/.

For more information about student and affiliate ID cards (spouse, domestic partners and dependent children), please visit: http://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

http://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, 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. 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) 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.

CMU'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: http://www.cmu.edu/graduate/.

6.9   University Libraries

http://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: http://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 through 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.

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

A.1   Key Offices for Graduate Student Support

A.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, PhD students at the beginning of their program, graduate students seeking tenure track positions, etc.) and others are open to all graduate students (time management, balancing, staying healthy). A full schedule of programs can be found at: http://www.cmu.edu/graduate/.

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

the greatest degree possible to the diversification of the academy. Visit the Graduate Education website for information about:

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

A.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.

A.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.

A.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.

A.1.5 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.

A.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.

A.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.

A.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.

A.1.9 Veterans and Military Community

http://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 CMU, non-educational resources and international military service information through the Veterans and Military Community website. There are also links and connections to 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.

A.2 Key Offices for Academic & Research Support

A.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.

A.2.2 Research at CMU

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 more general information is found by visiting the Research at Carnegie Mellon website.

A.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.

A.3 Key Offices for Health, Wellness & Safety

A.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.

A.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 CMU 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.

A.3.3 University Police

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

A.3.4 Shuttle and Escort Services

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

A.4 The WORD

http://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: http://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

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