Carnegie Mellon University
School of Computer Science

Language Technologies Institute

PhD in Language and Information Technologies

Student Handbook

2022-2023

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1   Introduction
1.1   The PhD in Language and Information Technologies

The PhD in Language and Information Technologies (LTI PhD) is the doctoral degree offered by the Language Technologies Institute (LTI), a graduate department in the School of Computer Science at Carnegie Mellon University. It is focused on understanding and extending the state of the art in computational linguistics, information retrieval, multimedia information retrieval, natural language processing, machine translation, speech processing, text mining, and other topics related to analysis of unstructured information (e.g., computational biology, machine learning, and software engineering of intelligent systems).

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 PhD in Language and Information Technologies.

While this handbook (and your college graduate student handbook) are 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, Carnegie Mellon University 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, Carnegie Mellon University Student Handbook and at the University Policies website.

1.2   PhD Contact Information

The people responsible for administering the LTI PhD degree are:

Robert Frederking
Program Director, PhD (Fall Semester)
Principal Systems Scientist
GHC 6515
ref@cs.cmu.edu
412-268-6656

Jamie Callan
Program Director, PhD
(Spring/Summer Semester)
Professor
GHC 6415
callan@cs.cmu.edu
412-268-4525

Caroline Rosé
Interim LTI Director and Professor
GHC 5415
cprose@cs.cmu.edu
412-268-7130

Stacey Young
Academic Program Manager, PhD
Graduate Program Manager, LTI
staceyy@cs.cmu.edu
412-268-2623

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 Policy	https://www.cmu.edu/policies/student-and-student-life/academic-integrity.html
University Policies Website	www.cmu.edu/policies/
Office of Graduate and Postdoc Affairs	www.cmu.edu/graduate/policies/index.html
Public Health and Safety Requirements	www.cmu.edu/coronavirus

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

1.4   The Academic Calendar

The Academic calendar can be found at https://www.cmu.edu/hub/calendar/index.html and provides information on all deadlines, including registration dates, class start dates, add/drop deadlines, exam dates, and more. Doctoral course-sections follow a separate Academic Calendar.

1.5   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 a compliance with this statement should be directed to the university ombudsperson, Carnegie Mellon University, 5000 Forbes Avenue, Pittsburgh, PA 15213 (412-268-1018).

Obtain general information about Carnegie Mellon University by calling 412-268-2000.

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 campus, and the number and cause of fires in campus residence facilities during the preceding three years. You can obtain a copy by contacting the Carnegie Mellon Police Department at 412-268-2323. The

annual security and fire safety report also is available online at www.cmu.edu/police/annualreports .

Information regarding the application of Title IX, including to admission and employment decisions, the sexual misconduct grievance procedures, and process, including how to file a report or a complaint of sex discrimination, how to file a report of sexual harassment, and how the university responds to such reports is available at www.cmu.edu/title-ix. The Title IX coordinator may be reached at 412-268-7125 or tix@cmu.edu

1.6   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 here.

2   The Language Technologies Institute
2.1   Pittsburgh Campus Location

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.

The address and contact information of the LTI are:
Language Technologies Institute
Carnegie Mellon University
5000 Forbes Avenue
Gates Hillman Complex
Pittsburgh, PA 15241-3891

412-268-6298 (fax)
http://www.lti.cs.cmu.edu/

2.2   Photocopies and Printers

The use of a photocopier or printer requires you to log in with your CMU ID card. LTI's printers are located in GHC 5404 and GHC 6604. The School of Computer Science provides a number of black-and-white and color printers for use by students. The SCS Computer SCS Computing Facilities publishes a list of printers online at https://computing.cs.cmu.edu/desktop/printer-list

2.3   Computers for LTI PhD Students

The computer resources for LTI PhD students are typically provided by their advisors.

PhD 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 4201. They can be contacted at help@cs.cmu.edu , extension 8-4231 from a campus phone, or 412-268-4231 from an outside line. (M-F, 9am-5pm)

PhD 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 capstone projects. The LTI cluster provides storage and computation for projects involving large datasets and/or lengthy computation.

3   PhD Degree Attainment - Standard Degree Requirements & Degree Certification

3.1   Overview of LTI PhD Degree Requirements

In order to complete the PhD in Language and Information Technologies degree, the student must satisfy the following requirements:

- Pass at least 96 units of graduate level courses, with additional requirements detailed below
- Satisfy proficiencies in Writing, Presentation, Programming, and Teaching
- Propose, write, and defend a PhD dissertation (thesis)

The student must also attend the LTI Colloquium (11-700) each semester and satisfy the Research Speaking Requirement described elsewhere. Please note that there are no qualifying exams in the LTI PhD program.

3.2 Course Requirements

In order to complete the course requirements for the PhD in Language and Information Technologies degree, the student must pass 96 or more course units of graduate courses, and meet the following criteria:

- at least 72 units of "LTI" courses and 24 units of "SCS" courses,
- at least one class in each "LTI Focus Area", and
- at least two labs, in two different research areas.

For definitions of quoted terms, see the section on "Definitions of LTI Terminology".

Unless approved by the Program Director in advance, the course requirements must be satisfied by actual classroom courses, not credit given for research or independent study.

3.2.1 Grade Requirements

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

Minimum grade: Only courses with a grade of B (3.0) or higher are counted as satisfying a degree requirement.

Pass/fail: Pass/fail grades are not permitted for courses and projects used to satisfy a degree requirement.

3.2.2 Proficiency Requirements

The LTI PhD does not require any Qualifying Exams.

However, an LTI PhD student is required to demonstrate proficiency in the following four areas:

- Writing: This is satisfied by producing a peer-reviewed conference paper, or the equivalent (a written report that at least two SCS faculty certify as being of conference-paper quality).
- Presentation: This is satisfied by the oral presentation of a conference paper, or the equivalent (an oral presentation that at least two SCS faculty certify as being of conference-talk quality).
- Programming: This is satisfied by demonstrating competence in computer programming of language technology; this is normally satisfied in the course of the student's research and/or project work.
- Teaching: This is satisfied by two (2) successful Teaching Assistantships (TA-ships), as determined by the faculty member for whom the student serves as TA. Typically, one of these will be for an undergraduate class, and one for a graduate-level class. Also, one of the two TA-ships may be in some form of pre-approved "alternate service", such as an SCS "v-unit." The Program Coordinator must be notified in advance of a TA-ship, or it may not be accepted. Students who are not native speakers of English are required by the English Fluency in Higher Education Act of 1990 to pass the CMU ITA test prior to TA-ing. The

fluency of all instructional personnel, including teaching assistants and interns, will be rated by Language Support in the Student Academic Success Center to determine at what level of responsibility the student can TA.

The full university policy can be reviewed at: https://www.cmu.edu/policies/faculty/evaluation-certification-english-fluency-instructors.html . The fluency of all instructional personnel will be rated by Language Support in the Student Academic Success Center to determine at what level of responsibility the student can TA.

In addition to administering the International Teaching Assistant (ITA) Test (a mandatory screening test for any non-native speaker of English), Language Support in the SASC helps teaching assistants who are non-native English speakers develop fluency and cultural understanding to teach successfully at Carnegie Mellon. Visit the Student Academic Success Center website for more information.

3.2.3 The PhD Dissertation

The PhD dissertation is the defining feature of a PhD degree.
The process has three main milestones:

- Thesis Topic: During the PhD student's third year, the student should be working hard to find a thesis topic. The thesis topic typically develops from the directed research that the student has been carrying out with the student's advisor. The topic is a well-defined research problem that is interesting and unsolved, and for which the student has a believable proposed solution. When the dissertation is finished, there will be a "thesis statement" that describes the claimed solution to the research problem that is the thesis topic.

- Thesis Proposal: Near the end of the student's third year, the student will compose a dissertation proposal. In this document, the student will specify the problem the research addresses (the thesis topic); the significance of the problem and expected scientific contributions; other relevant research, including competing approaches; some preliminary results; the work that still must be completed; evaluation metrics for that work; and a projected timeline for completion. Before presenting the proposal, the student will also secure approval for a dissertation committee, which consists of the student's advisor, at least two other SCS faculty members working in language technologies, and at least one external member. University rules require that the time and place of the proposal presentation be publicly announced at least one week before the presentation. The student should coordinate this with the PhD Program Coordinator. The public thesis proposal protects the student by guaranteeing that the proposed research is interesting to the larger scientific community and demonstrating that the student will finish the program if the work is completed as outlined.

- Thesis Defense: The dissertation document itself, normally expected at the end of the fifth year, will include a detailed description of all the work done, including a clear evaluation and a discussion of its scientific contributions. There are no fixed style or document length guidelines or requirements; the only format requirement is that the title page should be

suitable to be issued as an LTI Technical Report. The dissertation defense is a public presentation and defense of the dissertation results. Note: University rules again require that the time and place of the dissertation defense be publicly announced at least one week prior to the defense. This should also be coordinated with PhD Program Coordinator.

NOTE: At the time of the public announcement, a draft of the thesis document must be made available online.

3.2.4 Research Speaking Requirement

To emphasize student research, improve public speaking skills and increase internal awareness of LTI work, all LTI PhD students must complete an oral presentation at the LTI each year (by the end of May). The presentation should consist of a 20-minute talk plus time for discussion. It must be advertised to the LTI mailing lists at least one week before your presentation, and the public will be invited. (The thesis proposal and defense each count towards this requirement.)

At least two LTI faculty members will attend the presentation, including the research advisor. After the presentation, these faculty members will convene and provide written feedback to both the student and the Program Director of graduate programs (the form for this is available on the LTI website). This feedback will help the student refine speaking skills with respect to talk structure, content, and delivery.

3.2.5 Withdrawal of a Degree

The University reserves the right to withdraw a degree even though it has been granted should there be discovery that the work upon which it was based or the academic records in support of it had been falsified. In such a case, withdrawal of the degree will occur promptly upon discovery of the falsification. The complete reference to this University policy is available at https://www.cmu.edu/policies/student-and-student-life/withdrawal-of-a-degree.html

3.3   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: the Matching Process: Advisors are selected during the first month of the program. Students are expected to attend the LTI's Orientation ("Immigration Course", or IC) lectures, in which faculty describe their interests and areas of expertise, and to be proactive about meeting individually with potential advisors. After meeting with several potential advisors, each student will be asked to indicate a first, second and third choice for advisor. Meanwhile, the potential advisors determine how many new students they can take and indicate their preferences. Finally, the entire LTI faculty meets as a "Marriage Committee" to determine the best set of matches.

Until a student finds a specific advisor, the PhD Program Director serves as the advisor.

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.

3.4   Process for completing a Master's Degree enroute to a PhD

The LTI always allows our PhD students who have passed the requirements for an LTI Master's degree to receive the master's degree without any additional work. Please see the MLT Handbook since the requirements for the MLT coursework are a bit more detailed.

3.5   Definitions of LTI Terminology

We define here some of the terms as used in this handbook:

An "LTI course" is any 12-unit course with a number of 11-XXX; a 6-unit course with 11-XXX counts as one-half of an LTI course. Unless otherwise specified, "course" means an actual classroom course, not credit given for research or independent study. Note that we will allow any one MLD (10-XXX) graduate course to count as an "LTI course".

An "SCS course" is any 12-unit course with a course number indicating a unit of the School of Computer Science (including LTI); a 6-unit course with such a number counts as one-half of an SCS course. Unless otherwise specified, "course" means an actual classroom course, not credit given for research or independent study. Note: Recommended electives that are technically outside of the SCS now count towards this requirement; for example, Digital Signal Processing in ECE. Please see the Program Director for approval of electives as "SCS."

"LTI Focus Areas" are sets of courses defined on the LTI course webpage under "Course Categories." If a student believes a new course should be added to a Focus Area, they should notify the PhD Program Director. They will decide, with advice from faculty in the appropriate area, whether it should be in the Focus Area, and if approved it will be added to the LTI Focus Area webpage.

A "Task-Orientation Focus Course" is simply a course belonging to that LTI Focus Area, as listed on the "Course Categories" webpage.

An LTI "lab course" is simply a course in the list of lab courses defined in the LTI "Course Categories" webpage.

3.6   Recommended Electives outside of SCS

Students are free to take elective courses outside the SCS, at Carnegie Mellon or cross-registered at the University of Pittsburgh, as long as the student fulfills the requirements of their program as described above. The student should discuss any such electives in advance with their advisor; typical choices might include ECE courses for Speech students, Pitt Linguistics courses, or Statistics courses.

Note: recommended electives outside of the SCS count towards the "SCS" course requirement. Please see the Program Director for approval of electives as "SCS.

Note also that students need advance approval for any courses not covered by their normal tuition (e.g., summer courses). The grading of outside courses is the responsibility of the department offering the course; however, the LTI's Minimum Course Grade Policy described above still applies ("B" is the minimum for PhD, "C" for MLT).

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

At the beginning of 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. As a result, 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.

3.8   End of Semester Evaluation

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.

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.

3.9   Enrollment Verification

Individuals who expect to work on a federally funded project are further responsible for submitting an E-Verify Processing Request Form to the Office of Human Resources if required.

For more information, please see CMU's:

- [Guidance for Completing the Form I-9 and EVerify Requirements at CMU](#) (pdf),
- or visit the Human Resources Service website to [learn more about Form I-9 and E-Verify](#) and to [schedule an appointment to complete the Form I-9.](#)

3.10   Withdrawal of a Degree

The University reserves the right to withdraw a degree even though it has been granted should there be discovery that the work upon which it was based or the academic records in support of it had been falsified. In such a case, withdrawal of the degree will occur promptly upon discovery of the falsification. The complete reference to this University policy is available at https://www.cmu.edu/policies/student-and-student-life/withdrawal-of-a-degree.html

3.11   University Policies on Grades and Grading

3.11.1 University Policy on Grades

[Grading - University Policies - Carnegie Mellon University (cmu.edu)](#)

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.

Process for Appealing Final Grades

Final grades will be changed only in exceptional circumstances and only with the approval of the instructor and the department, unit, or program.

Grading is a matter of sound discretion of the instructor and final grades are rarely changed without the consent of the instructor who assigned the grade. The following circumstances are the unusual exceptions that may warrant a grade appeal: (a) the final grade assigned for a course is based on manifest error (e.g., a clear error such as arithmetic error in computing a grade or failure to grade one of the answers on an exam), or (b) the faculty or staff member who assigned the grade did so in violation of a university policy.

https://www.cmu.edu/student-affairs/theword/academic/appeal-of-grades-and-academic-actions.html

3.11.2 University Policy on Grades for Transfer Courses

Transfer Credit Evaluation and Assignment - University Policies - Carnegie Mellon University (cmu.edu)

Carnegie Mellon University offers students the opportunity to take courses for credit through a cross-registration program and through the receipt of transfer credit from other accredited institutions. The Carnegie Mellon University transcript will include information on such courses as follows:

Carnegie Mellon courses and courses taken through the university's cross-registration program will have grades recorded on the transcript and be factored into the QPA. All other courses will be recorded on this transcript indicating where the course was taken, but without grade. Such courses will not be considered for academic actions, honors or QPA calculations.

(Note: Suspended students may take courses elsewhere; however, they may receive transfer credit only if their college's and department's policies allow this.)

3.12 Academic Integrity

In the midst of self-exploration, the high demands of a challenging academic environment can create situations where some students have difficulty exercising good judgment. Academic challenges can provide many opportunities for high standards to evolve if students actively reflect on these challenges and if the community supports discussions to aid in this process. It is the responsibility of the entire community to establish and maintain the integrity of our university.

Carnegie Mellon University educates its students to become professionals who will serve society with integrity. The university also creates and disseminates new knowledge and expressions of knowledge in ways that benefit society.

Carnegie Mellon strives to serve the changing needs of society through the three primary goals outlined in its mission statement: to create and disseminate knowledge and art through research and artistic expression, teaching and learning and transfer to society; to serve students by teaching them leadership, problem- solving skills, and the values of quality, ethical behavior, responsibility to society and commitments to work; and to pursue the advantages provided by a

diverse community, open to the exchange of ideas, where discovery and artistic creativity can flourish.

In any presentation, creative, artistic or research, it is the ethical responsibility of each student to identify the conceptual sources of the work submitted. Failure to do so is dishonest and is the basis for a charge of cheating or plagiarism, which is subject to disciplinary action.

[Please review the University Policy on Academic Integrity](https://www.cmu.edu/policies/student-and-student-life/academic-integrity.html)
(https://www.cmu.edu/policies/student-and-student-life/academic-integrity.html)

The policy includes the University expectations around academic integrity and provides definitions of cheating, plagiarism, and unauthorized assistance.

A review of the University's [Academic Disciplinary Actions](#) procedures is also recommended.

Important note: The LTI implements the above policy's option of "conven[ing] a disciplinary hearing according to the procedures of the department/program." Our procedure is as follows: a first violation is grounds for dismissal from the graduate program. If we decide not to immediately dismiss, the first violation will result in the student being on disciplinary probation.

If the student commits a second violation while on probation, the penalty is dismissal from the graduate program.

These procedures outline the process for investigating, reporting, and adjudicating violations of the University Policy on Academic Integrity. The procedures also outline the appeal process. Please see http://www.cmu.edu/academic-integrity/documents/academic-disciplinary-actions-overview-for-graduate-students.2013.pdf

[Appeals of Course-Level Action - The Word - Student Handbook - Carnegie Mellon University (cmu.edu)](#) for more information.

3.13   Employment Eligibility Verification

Students who are receiving a stipend, are a TA, or are planning to have a position with CMU then Employment Eligibility Verification is required. Form I-9 must be completed within 3 business days of beginning work for any type of compensation (stipend or employment).

Additional details are highlighted below. To ensure compliance with federal law, Carnegie Mellon University maintains the [Employment Eligibility Verification (I-9) Policy [pdf]](#) covering the university's I-9 and E-Verify requirements:
- Every individual receiving a stipend from CMU or employed by CMU must comply with the I-9 Policy by completing the Form I-9 within three business days following the first day of stipend start date/employment.
- Individuals who expect to work on a federally funded project are further responsible for submitting an E-Verify Processing Request Form to the Office of Human Resources if required.
- For more information, please see CMU's [Guidance for Completing the Form I-9 and E-Verify](#)

, or visit the Human Resources Service website to and to .

4   Academic Policies

4.1   PhD Academic Policies

4.1.1   Duration of Study

The target duration of the LTI PhD is five years. Doctoral students who require an extended period to complete their degree requirements must consult with their academic program, and are subject to the CMU Policy on Doctoral Student Status (www.cmu.edu/policies/student-and-student-life/doctoral-student-status.html), specifically the "Time to Degree" section. See also the "Statute of Limitations" policy.

4.1.2   Double-Dipping

An LTI PhD student who uses courses taken as a master's student (here at Carnegie Mellon or elsewhere) toward their program requirements cannot use those same courses toward any other master's degree offered by the school. The LTI (like other SCS units) always allows our PhD students who have passed the requirements for an LTI Master's degree to receive the master's degree without any additional work. Any other sharing of coursework by an LTI student between more than one CMU degree (e.g., receiving an MLD Master's degree that includes courses taken as an LTI PhD student) must be explicitly approved by the LTI, on a case-by-case basis, in advance.

4.1.3   ABD versus ABD in Absentia (ABS)

Following university policy, an LTI PhD student is considered "All-But-Dissertation" (ABD) when they have completed all requirements for the LTI's PhD degree except for the thesis defense (in particular, the student has had a thesis proposal accepted). Note that ABD status is different from ABD in absentia (ABS) status. A student in ABS status cannot receive any support from the university (including any research projects within the university), cannot use most university facilities, and does not pay any tuition until they are ready to defend their thesis. ABS students must register for five (5) units of dissertation research in the semester they defend; in keeping with university policy, the LTI (and its projects and faculty) cannot pay for these five units. The student can (and should) register for these five units only after they defend; just in case the defense date slips to the next semester.

4.1.4   University Policy for Doctoral Student Status

This policy sets forth a definition of All But Dissertation (ABD) status, time limits on doctoral candidacy status, a definition of being In Residence and In Absentia for candidates and the tuition and fees charged for candidates in each status. The ABD Status Agreement Form

4.1.5 External Internships

The LTI guarantees summer support for its PhD students, so we expect them to work on research at Carnegie Mellon during the summer. Because we recognize that outside experience can be a valuable educational experience, we do allow PhD students to accept a minimum of one external internship during their PhD studies, provided they are in good standing. Because some students can benefit from more than one internship, especially if they require access to proprietary data for their work, with the approval of the student's advisor they can intern 3-4 times during their PhD degree program. Interning more than 4 times requires approval from the PhD Program Director.

Any internship must be planned in consultation with the student's advisor and the LTI PhD Graduate Coordinator. If an internship is part of a fully- funded external fellowship (e.g., Microsoft Research Fellowship), the student does not need prior LTI approval, but should still coordinate with their advisor. International students must consult with Office of International Education (OIE) for eligibility before seeking an internship or signing an offer contract.

Internships are typically scheduled during the summer. In certain cases, it is possible to schedule an internship during the fall or spring semester; the details are complex, especially for international students, so the student should discuss this as early as possible with the Program Director of LTI Graduate Programs. International students must coordinate carefully with the LTI in any event, due to visa restrictions.

Note that self-funded PhD students (e.g., those registered for five units while on semester internship) are not permitted to receive a partial stipend for the semester of their internship, while full-time LTI-sponsored students are eligible for a partial stipend.

We caution all students to be aware of potential intellectual property (IP) problems with internships, and to review any IP agreements with their advisors before signing them. It is possible to lose ownership of your ideas.

If the experience will have units attached to it the program should have deliverables from the student commensurate with the number of units, they are taking. This can be in the form of interim and final reports on the experience, presentations in the following semester regarding the experience, assessments of their experience as it relates to their course of study, etc.

4.1.6 Maximum Courseload

In order to encourage PhD students to focus on research, PhD students are permitted to register for 54 units of actual coursework per semester.

4.1.7 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.

4.1.8 Transfer Credit

An equivalent graduate course previously completed at another institution may be permitted to satisfy one of the PhD course requirements. The decision on whether a course may be transferred is made by the PhD 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.

See the section on "Definition of transfer credit versus course exemption."

4.1.9 Residency Requirements

The university requires PhDs to spend at least one year of residency at Carnegie Mellon.

The SCS requires that all PhD students must take at Carnegie Mellon a minimum of 36 units of the total coursework required by their respective programs.

4.1.10 Transferring Into the PhD Program

The LTI does not allow direct transfers from its master's programs into its PhD program. The student must apply for the PhD at the usual time. However, 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.

4.1.11 Transferring Out of the PhD Program

The PhD program does not prevent students from transferring to another degree program. A student who is interested in transferring out of the PhD 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.

4.1.12 Drop/Add/Withdraw Procedures

Add, drop, withdrawal and pass/no pass election deadlines may be found on the official Doctoral course-sections Academic Calendar.

Doctoral students, visiting/non-degree students, and certificate students do not receive vouchers and do not participate in the voucher process.

4.1.13 Statute of Limitations: Time to Degree

As outlined in the Doctoral Student Status Policy, students will complete all requirements for the PhD degree within a maximum of ten years from original matriculation as a doctoral student, or less if required by a more restrictive department or college policy. Once this time-to-degree limit has lapsed, the person may resume work towards a doctoral degree only if newly admitted to a currently offered doctoral degree program under criteria determined by that program.

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, defer the lapse of All But Dissertation status for a period commensurate with the duration of that interruption. Students, who are pursuing the PhD 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.

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, defer the lapse of All But Dissertation status for a period commensurate with the duration of that interruption.

Students, who are pursuing the PhD 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.

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 director 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); otherwise, they may be in violation of their visa status. See also External Internships.

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 https://www.cmu.edu/hub/registrar/leaves-and-returns/index.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 University Financial Aid

Graduate students should consult the graduate student financial aid information found on The HUB website: https://www.cmu.edu/sfs/financial-aid/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.

International Students" Immigration status for students in F-1 and J-1 non-immigrant status is tied to making normal progress toward degree requirements. Therefore, F-1 and J-1 students who are considering completing their degree requirements early, anticipating longer-than-standard completion, or moving from an undergraduate to a graduate student classification (integrated undergraduate-graduate study) should consult with their designated advisor in the Office of International Education (OIE) to ensure compliance with immigration regulations.

4.3.2 Assistance for Individuals with Disabilities

The Office of Disability Resources at Carnegie Mellon University has a continued mission to provide physical, digital, and programmatic access to ensure that students with disabilities have equal access to their educational experience. We work to ensure that qualified individuals receive reasonable accommodations as guaranteed by the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. Students who would like to receive accommodations can begin the process through [Disability Resources'](https://rainier.accessiblelearning.com/cmu/) secure online portal (https://rainier.accessiblelearning.com/cmu/) or email access@andrew.cmu.edu to begin the interactive accommodation process. Students with physical, sensory, cognitive, or emotional disabilities are encouraged to self-identify with the Office of Disability Resources and request needed accommodations. Any questions about the process can be directed to access@andrew.cmu.edu , or call (412) 268-6121.

4.3.3 Summary of Graduate Student Appeal and Grievance Procedures

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

Graduate students will find the Summary of Graduate Student Appeal and Grievance Procedures on the Graduate Education Resource webpage. This document summarizes processes available to graduate students who seek review of academic and non-academic issues. Generally, graduate students are expected to seek informal resolution of all concerns within the applicable department, unit, or program before invoking formal processes. When an informal resolution cannot be reached, however, a graduate student who seeks further review of the matter is to follow the formal procedures outlined 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.

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

The University prohibits sex-based discrimination, sexual harassment, sexual assault, dating/ domestic violence, and stalking. The University also prohibits retaliation against individuals who bring forward such concerns or allegations in good faith.

The University's Sexual Misconduct Policy is available at
https://www.cmu.edu/policies/administrative-and-governance/sexual-misconduct/index.html

The University's Policy Against Retaliation is available at
https://www.cmu.edu/policies/administrative-and-governance/whistleblower.html

If you have been impacted by any of these issues, you are encouraged to make contact with any of the following resources:

- **Office of Title IX Initiatives**: 412-268-7125, http://www.cmu.edu/title-ix/ , tix@cmu.edu
- **University Police**: 412-268-2323 or ○ https://www.cmu.edu/police/

Additional resources and information can be found at:
https://www.cmu.edu/title-ix/resources-and-information/index.html

4.3.5 Childbirth/Maternity Accommodation Protocol

https://www.cmu.edu/graduate/programs-services/maternity-accommodation-protocol.html
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 are encouraged to consult with relevant university faculty and staff as soon as possible as they begin making plans regarding time away.

- 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 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.) may be reviewed during this meeting.
- Doctoral students who receive an academic stipend funded by Carnegie Mellon are eligible to continue to receive stipend funding for up to six (6) weeks during a Short-Term Maternity Accommodation or a Formal Leave of Absence. Continued academic stipend funding may be extended by two (2) weeks, for a total of eight (8) weeks if an absence longer than six weeks is medically necessary. To receive this support students must be registered with the Office of the Dean of Student Affairs for maternity accommodation.

4.3.6 Consensual Intimate Relationship Policy Regarding Undergraduate Students

https://www.cmu.edu/policies/student-and-student-life/consensual-relationships.html
This policy addresses the circumstances in which romantic, sexual or amorous relationships/interactions with undergraduate students, even if consensual, are inappropriate and prohibited. The purpose of this policy is to assure healthy professional relationships. This policy is not intended to discourage consensual intimate relationships unless there is a conflicting professional relationship in which one party has authority over the other as in the policy.

5   Financial Issues
5.1   Graduate Student Funding
For all LTI PhD students, full funding (tuition plus stipend) is guaranteed for the first year. This support is normally continued for at least 5 years, with possibility of further continuance,

subject to continuing satisfactory progress and availability of funding. The fellowship includes full tuition and fees, and a monthly PhD stipend that is fixed across SCS. In addition, the LTI pays a dependency allowance of 10% of the student's monthly stipend to any student with a child, unless they have a spouse who earns more than $200 per month.

The impact of outside fellowships and scholarships on departmental support-decrease by amount, added bonus, etc.

See also the section on "ABD versus ABD in Absentia (ABS)."

If a PhD student receives an outside graduate fellowship (e.g., NSF, Fulbright), the student is expected to accept it in place of the LTI's graduate fellowship. As an extra incentive to do so, the LTI will supplement the award so that the student will receive full tuition and a combined stipend 10 percent higher than that of the standard LTI graduate fellowship.

Students are required to inform the LTI about any external funding that they receive.

5.2   Conference Travel Funding

Students funded by research projects receive travel funding according to policies set by the individual projects. Students who have no project funding may be provided with partial funding, with a larger amount available for travel to present a refereed conference paper. There is an LTI form that must be filled out in advance.

5.3   Research Funding

GuSH Research Funding is a source of small research grant funds provided by the Graduate Student Assembly (GSA) and the Provost's Office and managed by the Office of Graduate and Postdoc Affairs. Students can find more information about the application process and deadlines at: https://www.cmu.edu/graduate/professional-development/research-funding/index.html

5.4   Office of the Dean of Students Emergency Support Funding

Graduate students who find themselves in need of immediate funds for emergency situations should contact the Office of the Dean of Students, https://www.cmu.edu/student-affairs/dean/loans . 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 visiting the Office of the Dean of Students, located in Warner Hall 321 during business hours, by email at sa-esl@andrew.cmu.edu or by calling (412) 268-2075 for an appointment.

5.5   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 (SHIP) at https://www.cmu.edu/health-services/student-insurance/index.html#requirements).

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 https://www.cmu.edu/health-services/student-insurance/faqs.html

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, ID cards, and 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 spouses 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 are encouraged to keep their current local address up to date. This supports a university initiative to have accurate living information for students for official program/department/college/university notices, the ability to facilitate wellness checks, ensure international students are in compliance with visa requirements.

It 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 Students webpage: https://www.cmu.edu/student-affairs/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/sponsored.html.

6.4   Transcripts

All units required for the PhD degree, whether earned in residence or transferred from another institution, must be recorded on the transcript within ten years of the date on which the student enrolled in the program (CMU policy), or less if required by a more restrictive department, school, or college policy. This statutory period can be extended by the SCS Associate Dean for Graduate Education for special circumstances that do not make it possible for the student to complete the requirements within the statutory period. Any request for a waiver of the statute of limitations for the PhD degree must be approved by the Department Head and by the SCS Associate Dean for Graduate Education. 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.

Information about and instructions for ordering transcripts are available at: https://www.cmu.edu/hub/registrar/student-records/transcripts/index.html

Transcript questions may be directed to cmuregistrar@andrew.cmu.edu.

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

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

6.6   Student Privacy Rights and FERPA

https://www.cmu.edu/policies/student-and-student-life/privacy-rights-students.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   Professional Development

[The Career and Professional Development Center (CPDC)](#) 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/.

6.8   University Libraries

http://search.library.cmu.edu
There are three main libraries at Carnegie Mellon: Hunt Library, Mellon Library, and the Sorrells 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.

6.9   Computing Services

Computing Services is located in Cyert Hall – Room 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 it-help@cmu.edu or call 412-268-4357 (HELP) with questions and for assistance.

6.10   Family and Dependents Resources

The Graduate Student Assembly website maintains a resource page for spouses, domestic partners and families of graduate students: https://www.cmu.edu/stugov/gsa/Resources-for-Graduate-Students/index.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/sponsored.html.

6.11   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 Students, Warner Hall, room 321. Information regarding the benefits avail-able for domestic partners, eligibility for domestic partner benefits, registration instructions and forms can be located at: https://www.cmu.edu/student-affairs/dean/domestic-partner/index.html.

6.12   Housing

The university does not currently offer housing to graduate students. The Office of Housing and Dining Services does provide 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: https://www.cmu.edu/housing/our-communities/index.html.

6.13   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 in and around campus. 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 daily specials for dining locations.'

6.14   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 East Campus Garage (by Forbes Avenue entrance). 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 operates in the evening/overnight and provides free transportation from campus to within a block of your home in the Oakland, Squirrel Hill, and Shadyside neighborhoods, 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-4:15 am daily. You must show your CMU ID to board.

Information regarding up-to-date shuttle and escort schedules, pick-up/drop-off locations, routes and usage policies can be found at: https://www.cmu.edu/parking/transport/escort.html .

6.15   Copying, Printing and Mailing Services

Tartan Ink offers community members easy access to UPS services, copy centers, printing and mailing services, and postal services. Tartan Ink is located on the Lower Level of the Cohon University Center. More information regarding these services, business hours, locations and contact information can be found on the Office of Tartan Ink website at: https://www.cmu.edu/tartanink/aboutus/index.html.

6.16   University Center

www.cmu.edu/university-center
The Jared L. Cohon 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 (first floor of the Cohon Center next to Wean Commons and Kirr Commons) 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.

6.17   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 as well as occasional workshops and instruction related to fitness and health. The administrative offices are located in the Cohon University Fitness Center.

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. With renovations to Skibo Gym and the new Highmark Center for Health, Wellness, and Athletics scheduled for

completion in 2024, the strength and conditioning facility has been temporarily placed on the lawn next to the outdoor basketball court close to the Donner locker rooms, Gesling Stadium, and Weigand Gymnasium. All users must present a valid CMU ID to use these facilities.

6.18   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 are automatically registered for CMU-Alert using the current contact information that has been entered into the Student Information Online (SIO): https://www.cmu.edu/hub/sio/about.html.

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

A.1   Key Offices for Graduate Student Support

A.1.1   Office of Graduate & Postdoc Affairs

www.cmu.edu/graduate;   grad-ed@cmu.edu
The Office of Graduate & Postdoc Affairs provides central support for all master's and doctoral students, as well as academic programs, with a focus on supporting graduate student success at Carnegie Mellon.

Examples of resources offered through the Office of Graduate & Postdoc Affairs include but are not limited to:

- Website with university resources, contact information for CMU programs and services, calendar of events related to graduate students
- Bi-monthly newsletter to all graduate students with information on activities, resources, and opportunities
- Professional Development Seminars and Workshops
- GSA/Provost Conference Funding Grants
- GSA/Provost Small Research Grants (GuSH)
- Consultations on issues related to the graduate student experience

The Office of Graduate & Postdoc Affairs also works with the colleges and departments by informing and assisting in developing policy and procedures relevant to graduate students and working with departments on issues related to graduate students. Additionally, we

partner with many other offices and organizations, such as the Graduate Student Assembly, to support the holistic graduate student educational experience.

A.2   Office of the Dean of Students

https://www.cmu.edu/student-affairs/dean

The Office of the Dean of Students provides central leadership of the meta curricular experience at Carnegie Mellon including the coordination of student support. Vice President of Student Affairs and Dean of Students Gina Casalegno leads the Division of Student Affairs which includes the offices and departments listed below (not an exhaustive list).

Graduate students will find the enrollment information for Domestic Partner Registration and Childbirth/Maternity Accommodations in the Office of the Dean of Students or on their website. This Office also manages the Student Emergency Support Funding process. There are three forms of support funding for enrolled students: emergency student loans, maternity loans, and the Tartan Emergency Support Fund. These funds are made available through generous gifts of alumni and friends of the university as well as support from student organizations, Undergraduate Student Senate and the Graduate Student Assembly. Students will be provided with additional information about the various types of funding during a consultation meeting with a member of the Dean of Students team. Tuition costs are not eligible for Student Emergency Support funding.

Additional resources for graduate students include College Liaisons and the Student Support Resources team. College Liaisons are senior members of the Division of Student Affairs who work with departments and colleges addressing student concerns across a wide range of issues. College Liaisons are identified on the student SIO page in the Important Contacts list. The Student Support Resources team offers an additional level of support for students who are navigating any of a wide range of life events. Student Support Resources staff members work in partnership with campus and community resources to provide coordination of care and support appropriate to each student's situation.

The Division of Student Affairs includes (not an exhaustive list):

- Athletics, Physical Education and Recreation
- Career and Professional Development Center (CPDC)
- Center for Student Diversity and Inclusion
- Cohon University Center
- Counseling & Psychological Services (CaPS)
- Dining Services
- Office of Community Standards and Integrity (OCSI)
- Office of Student Leadership, Involvement, and Civic Engagement (SLICE)
- University Health Services (UHS)

- Wellness Initiatives

A.3   Center for Student Diversity & Inclusion

https://www.cmu.edu/student-diversity
Diversity and inclusion have a singular place among the values of Carnegie Mellon University. The Center for Student Diversity & Inclusion actively cultivates a strong, diverse and inclusive community capable of living out these values and advancing research, creativity, learning and development that changes the world.

The Center offers resources to enhance an inclusive and transformative student experience in dimensions such as access, success, campus climate and intergroup dialogue. Additionally, the Center supports and connects historically underrepresented students and those who are first in their family to attend college in a setting where students' differences and talents are appreciated and reinforced, both at the graduate and undergraduate level. Initiatives coordinated by the Center include, but are not limited to:

- First generation/first in family to attend college programs
- LGBTQ+ Initiatives
- Race and ethnically focused programs, including Inter-University Graduate Students of Color Series (SOC) and PhD SOC Network
- Women's empowerment programs, including Graduate Women's Gatherings (GWGs)
- Transgender and non-binary student programs

Student Activities/Student Life.

Holly Hippensteel, Associate Vice President for Community Standards & Diversity Initiatives, serves as the point person in the division for graduate student resources and concerns. Graduate students will find the enrollment information for Domestic Partner Registration 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 the Dean of Student Affairs also provides consultation, support, resources and follow-up on questions and issues of Academic Integrity: www.cmu.edu/academic-integrity.

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.3.1   Carnegie Mellon Ethics Hotline

https://www.cmu.edu/hr/resources/ethics-hotline.html

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 or illegal activity, violations of university policy, or violations of law.

Students, faculty, and staff can anonymously file a report by calling toll-free, within the United States, Guam, Puerto Rico and Canada: 844-587-0793 or by visiting NAVEX EthicsPoint's secure reporting form online. All submissions will be reported to appropriate university personnel. The EthicsPoint hotline is NOT an emergency service. For emergencies, call University Police at 412-268-2323. For off-campus emergencies, call 9-1-1.

A.3.2   Assistance for Individuals with Disabilities

https://www.cmu.edu/hr/resources/hr-partners/disability.html
The Office of Disability Resources at Carnegie Mellon University has a continued mission to provide physical, digital, and programmatic access to ensure that students with disabilities have equal access to their educational experience. We work to ensure that qualified individuals receive reasonable accommodations as guaranteed by the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. Students who would like to receive accommodations can begin the process through Disability Resources' secure online portal or email access@andrew.cmu.edu to begin the interactive accommodation Process. Students with physical, sensory, cognitive, or emotional disabilities are encouraged to self-identify with the Office of Disability Resources and request needed accommodations. Any questions about the process can be directed to access@andrew.cmu.edu, or call (412) 268- 6121.

A.3.3   Eberly Center for Teaching Excellence & Educational Innovation

https://www.cmu.edu/teaching We offer a wide variety of confidential, consultation services and professional development programs to support graduate students as teaching assistants or instructors of record during their time at Carnegie Mellon University and as future faculty members at other institutions. Regardless of one's current or future teaching context and duties, our goal is to disseminate evidence-based teaching strategies in ways that are accessible and actionable. Programs and services include campus-wide Graduate Student Instructor Orientation events and our Future Faculty Program, both of which are designed to help participants be effective and efficient in their teaching roles. The Eberly Center also assists departments in creating and conducting customized programs to meet the specific needs of their graduate student instructors. Specific information about Eberly Center support for graduate students is found at

www.cmu.edu/teaching/graduatestudentsupport/index.html. Key Offices for Academic & Research Support

A.3.4 Graduate Student Assembly

https://www.cmu.edu/stugov/gsa/index.html The Graduate Student Assembly (GSA) is the branch of Carnegie Mellon Student Government that represents, and advocates for the diverse interests of all graduate students at CMU. GSA is composed of representatives from the different graduate programs and departments who want to improve the graduate student experience at the different levels of the university. GSA is funded by the Student Activities Fee from all graduate students. 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. Our recent accomplishments are a testament to GSA making a difference, and steps to implementing the vision laid out by the strategic plan. https://www.cmu.edu/stugov/gsa/about-the-gsa/strategic-plan.html.

GSA offers an expanding suite of social programming on and off-campus to bring graduate students from different departments together and build a sense of community. GSA is the host of the Graduate Student Lounge on the 3rd floor of the Cohon University Center- a great place to study or meet up with friends. GSA also maintains a website of graduate student resources on and off-campus. Through GSA's continued funding for professional development and research conferences, the GSA/Provost Conference Funding Program and GSA/Provost GuSH Research Grants are able to run, as managed by the Graduate Education Office. As we move forward, GSA will continue to rely on your feedback to improve the graduate student experience at CMU. Feel free to contact us at gsa@andrew.cmu.edu to get involved, stop by our office in the Cohon University Center Room 304, or become a representative for your department.

A.3.5 Office of International Education (OIE)

https://www.cmu.edu/oie/ Carnegie Mellon hosts international graduate and undergraduate students who come from more than 90 countries. The Office of International Education (OIE) is the liaison to the University for all non-immigrant students and scholars, as well the repository for study abroad opportunities and advisement. OIE provides many services including: advising on personal, immigration, study abroad, academic, and social and acculturation issues; presenting programs of interest such as international career workshops, tax workshops, and cross-cultural and immigration workshops; 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 and pre-departure programs.

A.3.6 Veterans & Military Community
https://www.cmu.edu/veterans/ Military veterans are a vital part of the Carnegie Mellon University community. Graduate students can find information on applying for veteran education benefits, campus services, veteran's groups at CMU, and non-educational resources through the Veterans and Military Community website. There are also links and

connections to veteran resource in the Pittsburgh community. The ROTC and Veteran Affairs Coordinator can be reached at uro-vaedbenefits@andrew.cmu.edu or 412-268-8747.

A.3.7 Carnegie Mellon Ethics Hotline

https://www.cmu.edu/hr/resources/ethics-hotline.html

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 areas below:

- o Academic and Student Life
- o Bias Reporting
- o Environmental Health and Safety
- o Financial Matters
- o High-Risk Incident
- o Human Resource Related
- o Information Systems
- o Research
- o Threat of Business Interruption
- o Threat of Violence or Physical Harm
- o Title IX

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 are reported to appropriate university personnel. The hotline is NOT an emergency service. For emergencies, call University Police at 412-268-2323.

Policy Against Retaliation It is the policy of Carnegie Mellon University to protect from retaliation any individual who makes a good faith report of a suspected violation of any applicable law or regulation, university Policy or procedure, any contractual obligation of the university, and any report made pursuant to the Carnegie Mellon University Code of Business Ethics and Conduct.

Additional details regarding the Policy Against Retaliation are available at: https://www.cmu.edu/policies/administrative-and-governance/whistleblower.html

A.4 Key Offices for Health, Wellness & Safety

A.4.1 Counseling & Psychological Services

https://www.cmu.edu/counseling/

Counseling & Psychological Services (CaPS) affords the opportunity for students to talk privately about academic and personal concerns in a safe, confidential setting. An initial consultation at CaPS can help clarify the nature of the concern, provide immediate support, and explore further options if needed. These may include a referral for counseling within CaPS, to another resource at Carnegie Mellon, or to another resource within the larger Pittsburgh community. CaPS also provides workshops and group sessions on mental health

related topics specifically for graduate students on campus. CaPS services are provided at no cost. Appointments can be made in person, or by telephone at 412-268-2922.

A.4.2   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. Appointments can be made by visiting UHS's website, walk-in, or by telephone, 412-268-2157.

Due to the changing nature of conditions and expectations surrounding public health safety requirements, please visit www.cmu.edu/coronavirus/ for the most up to date information.

A.4.3   Campus Wellness

https://www.cmu.edu/wellness/
At Carnegie Mellon, we believe our individual and collective well-being is rooted in healthy connections to each other and to campus resources. The university provides a wide variety of wellness, mindfulness and connectedness initiatives and resources designed to help students thrive inside and outside the classroom. The BeWell@CMU e-newsletter seeks to be a comprehensive resource for CMU regarding all wellness-inspired events, announcements, and professional and personal development opportunities. Sign up for the Be Well monthly newsletter or contact the Program Director for Student Affairs Wellness Initiatives in the Cohon University Center Room 304, at alusk@andrew.cmu.edu .

A.4.4   Religious and Spiritual Life Initiatives (RSLI)

www.cmu.edu/student-affairs/spirituality   Carnegie Mellon is committed to the holistic growth of our students, including creating opportunities for spiritual and religious practice and exploration. We have relationships with local houses of worship from various traditions and many of these groups are members of CMU's Council of Religious Advisors. We also offer programs and initiatives that cross traditional religious boundaries in order to increase knowledge of and appreciation for the full diversity of the worldview traditions. Our RSLI

staff are here to support students across the spectrum of religious and spiritual practice and would be more than happy to help you make a connection into a community of faith during your time at CMU.

A.4.5   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 (entrance is on Filmore Street). The department's services include police patrols and call response, criminal investigations, fixed officer and foot officer patrols, event security, and crime prevention and education programming as well as bicycle and laptop registration. Visit the department's website for additional information about the staff, emergency phone locations, crime prevention, lost and found, fingerprint 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 https://www.cmu.edu/police/annualreports/.

Shuttle and Escort Services
Parking and Transportation coordinates the Shuttle Service and Escort Service provided for CMU students, faculty, and community. The Shuttle & Escort website has full information about these services, stops, routes, tracking and schedules.

A.5   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   Statement of Assurance