

Carnegie Mellon University
School of Computer Science



Language
Technologies
Institute

PhD in Language and Information Technologies

Student Handbook

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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) (PG 3) 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 PhD degree are:

Stacey Young
Academic Program Manager, PhD
Graduate Program Manager, LTI
GHC 6513
412-268-2623
kschaich@cs.cmu.edu

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

Robert Frederking
Chair of Graduate Programs, LTI
Principal Systems Scientist
412-268-6656

Jamie Callan
Professor and Interim Director, LTI
GHC 5407
412-268-4525

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 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 Policy: (PG4) cmu.edu/policies/student-and-student-life/academic-integrity.html
- 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 university ombudsman, Carnegie Mellon University, 5000 Forbes Avenue, Pittsburgh, PA 15213, telephone 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 the 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 5000 Forbes Ave., 140 Cyert Hall, Pittsburgh, PA 15213; 412-268-7125; or tix@cmu.edu.

1.5 The Carnegie Mellon Code (PG5)

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

2 The Language Technologies Institute

2.1 Main Office

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

2.2 Photocopies and Printers

The use of a photocopier or printer requires you to log in with your CMU ID card. LTI's printers are located in GHC 5404 and GHC 6404. 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 Computers for 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 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.

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

3.1 Overview of PhD Course 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 (II-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:

1. **Minimum grade:** Only courses with a grade of B (3.0) or higher are counted as satisfying a degree requirement.
2. **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 (TAs), 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 law to pass the CMU ITA test prior to TAing. 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. <https://www.cmu.edu/student-success/programs/ita-certification/index.html>

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.

- 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 chair 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 "Match Committee" to determine the best set of matches.

Until a student finds a specific advisor, the chair of the LTI graduate programs 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 Ph.D.

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 an 11-XXX counts as 1/2 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 1/2 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 Chair of the LTI Graduate Programs.
- He 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-Oriented 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 (“Black Friday”)

Near the end of each semester, the student must prepare a statement that describes their 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 \(pff\)](#), 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 University Policies on Grades and Grading

3.10.1 University Policy on Grades

www.cmu.edu/policies/documents/Grades.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.

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.

3.10.2 University Policy on Grades for Transfer Courses

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.

3.11 Academic Integrity Policy

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 (PG 11)

(<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

(<https://www.cmu.edu/student-affairs/theword/academic-discipline/index.html>) is also recommended. 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.

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 a 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. These procedures also outline the appeals process.

4 Academic Policies

4.10 PhD Academic Policies

4.1.1 Duration of Study

The target duration of the LTI PhD is five years.

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 Masters degree to receive the Masters 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 Masters 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 vs. 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.

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 can be found at: <https://www.cmu.edu/hub/docs/abd-status-agree.pdf>

4.1.4 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 Ph.D. 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 Ph.D. degree program. Interning more than 4 times requires approval from the Ph.D. 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 Chair 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 (PG 12) 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.

4.1.5 Maximum Courseload

In order to encourage PhD students to focus on research, PhD students are permitted to register for 24 units of actual coursework per semester.

4.1.6 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.

4.1.7 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."

4.1.8 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 24 units of the total coursework required by their respective programs.

4.1.9 Transferring Into the PhD Program

The LTI does not allow direct transfers from its Masters 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.

4.1.10 Transferring Out of the PhD Program

The PhD 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 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.IIDrop/Add/Withdraw Procedures

Students taking undergraduate and Master's level courses must follow the procedures and deadlines for adding, dropping, or withdrawing from courses as identified on the academic calendar. Information can be found at <https://www.cmu.edu/hub/registrar/course-changes/index.html> There is a separate calendar for doctoral level courses.

4.1.II Statute of Limitations

As outlined in the Doctoral Student Status Policy <https://www.cmu.edu/policies/student-and-student-life/doctoral-student-status.html> students will complete all requirements for the Ph.D. 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 Ph.D. 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 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

<http://www.cmu.edu/education-office/disability-resources/>

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.

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.

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 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, <http://www.cmu.edu/title-ix>, 412-268-7125, tix@cmu.edu
- University Police, 412-268-2323
- University Health Services, 412-268-2157
- Counseling & Psychological Services (CAPS), 412-268-2922

Federal Title IX guidelines indicate that any "responsible employee" has an obligation to report any allegations of sexual misconduct that impact a Carnegie Mellon community member to the Title IX office. A "responsible employee" is defined by the US Department of Education's Office of Civil Rights as "any employee who has the authority to take action to redress sexual violence; who has been given the duty of reporting acts of sexual violence or any other misconduct by students to the Title IX coordinator or other appropriate school designee, or; whom a student could reasonably believe has this authority or duty."

While it is required that responsible employees report any allegations of misconduct, reporting students should feel secure in the knowledge that a good-faith report will not affect their student standing, funding, grades, or advising. Reporting students also retain the right to remain anonymous, or to not be contacted by the Title IX office.

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.) 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 a Maternity Accommodation.

4.3.5 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).”

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>.

5.3 Conference Travel Funding

Students funded by a research project 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.

5.4 Research Funding

GuSH Research Funding is a source of small research grant funds provided by GSA and the Provost's Office and managed by the Graduate Education Office. Students can find more information about the application process and deadlines at:

<https://www.cmu.edu/graduate/professional-development/research-funding/index.html>

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” If you elect to enroll in Carnegie Mellon University's Student Health Insurance Plan (SHIP), the University will cover 50 percent of the premium cost for your individual coverage under SHIP. While you will have the opportunity to purchase partner, spouse or dependent coverage under the SHIP plan, the University's support will be limited to 50 percent of the individual coverage amount. Please note that if you wish to elect the required health insurance coverage under an alternate plan, you will not be eligible for the University support referenced here.

<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.

5.6 Emergency Loans

Graduate students who find themselves in need of immediate funds for emergency situations should contact the Office of the Dean of Student Affairs (see Appendix A), www.cmu.edu/student-affairs/index.html, to inquire about an Emergency Student Loan

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.

Students 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 contact information (and that of their spouse or partner); sign up for E-Check & E-Refund; authorize their spouses, domestic partners or other individuals 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, which 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.

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 (PG 7)

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.

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 FAQs.

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 available 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 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: 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 East Campus Garage. 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-Royal 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.

You can 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 informational 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, as well as occasional workshops and instruction related to fitness and health. The Athletics Office is located in the Skibo Gymnasium.

The University Center's recreational facilities include an eight-lane pool, racquetball and squash courts, class studios, a fully-equipped fitness center, and a 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 Graduate Education Office

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

The Graduate Education Office provides central support for all Masters and Doctoral students, with a focus on their academic experience at Carnegie Mellon. Our goals are to support, advise, and guide individual graduate students as they work to complete their degrees and to provide resources which will enhance their professional development experience.

Resources offered through the Graduate Education Office 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 e-mail to all

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 Dean of Student Affairs Gina Casalegno, include (not an exhaustive list):

- Athletics
- Career and Professional Development Center
- Cohon University Center
- Counseling & Psychological Services (CAPS)
- Housing & Dining Services
- Office of Community Standards and Integrity
- Office of Student Leadership, Involvement, and Civic Engagement
- University Health Services
- Wellness Initiatives

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 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.1.4 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.1.5 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, <http://www.cmu.edu/stugov/gsa/resources/index.html>. 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.1.6 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.1.7 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.1.8 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-vaedbenefts@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

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 Campus Wellness

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

At the university, we believe our individual and collective well-being is rooted in healthy connections to each other and to campus resources. There are a wide variety of resources, opportunities, and people that 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. To sign up for the e-newsletter, text BEWELLATCMU to 22828 and share your preferred email address.

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 (additional information included in the Parking and Transportation section of The WORD, see below), 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.

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/>

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.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 their 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:

Carnegie Mellon Vision, Mission

Carnegie Code

Academic Standards, Policies and Procedures

 Educational Goals

 Academic and Individual Freedom

 Statement on Academic Integrity

 Standards for Academic & Creative Life

 Assistance for Individuals with Disabilities

 Master's Student Statute of Limitations

 Conduct of Classes

 Copyright Policy

 Cross-college & University Registration

 Doctoral Student Status Policy

 Evaluation & Certification of English Fluency for Instructors

 Final Exams for Graduate Courses

 Grading Policies

 Intellectual Property Policy

 Privacy Rights of Students

 Research

 Human Subjects in Research

 Office of Research Integrity & Compliance

 Office of Sponsored Programs

 Policy for Handling Alleged Misconduct of Research

 Policy on Restricted Research

 Student's Rights

 Tax Status of Graduate Student Awards

Campus Resources & Opportunities

- Alumni Relations
- Assistance for Individuals with Disabilities
- Athletics, Physical Fitness & Recreation
- Carnegie Mellon ID Cards and Services
- Cohon University Center
- Copying, Printing & Mailing
- Division of Student Affairs
- Domestic Partner Registration
- Emergency Student Loan Program
- Gender Programs & Resources
- Health Services
- Dining Services
- The HUB Student Services Center
- ID Card Services
- Leonard Gelfand Center
- LGBTQ Resources
- Multicultural and Diversity Initiatives
- Opportunities for Involvement
- Parking and Transportation Services
- SafeWalk
- Survivor Support Network
- Shuttle and Escort Services
- Spiritual Development
- University Police
- Student Activities
- University Stores

- Community Standards, Policies and Procedures Alcohol and Drugs Policy
- AIDS Policy
- Bicycle/Wheeled Transportation Policy
- Damage to Carnegie Mellon Property
- Deadly Weapons
- Discriminatory Harassment
- Disorderly Conduct
- Equal Opportunity/Affirmative Action Policy
- Freedom of Expression Policy
- Health Insurance Policy
- Immunization Policy
- Missing Student Protocol

Non-Discrimination Policy
On-Campus Emergencies
Pets
Political Activities
Recycling Policy
Riotous and Disorderly Behavior
Safety Hazards
Scheduling and Use of University Facilities
Sexual Harassment and Sexual Assault Policy
Smoking Policy
Student Accounts Receivable and Collection Policy and Procedures
Student Activities Fee
Student Enterprises
Workplace Threats and Violence Policy
Statement of Assurance

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