

Carnegie Mellon University
Mellon College of Science
Biological Sciences

GRADUATE STUDENT POLICY HANDBOOK

Ph.D. in Biological Sciences

2023–2024

cmu.edu/bio

PH.D. IN BIOLOGICAL SCIENCES

Resource Handbook for Graduate Students 2023-2024 Academic Year

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INTRODUCTION

The Department of Biological Sciences has prepared this statement of policies and procedures to help answer questions that students may have as they enter the Ph.D. program. This document specifies the departmental requirements that students must fulfill to be in good standing; failure to meet any of these requirements may result in loss of financial support or dismissal from the department.

The members of the faculty and the Biological Sciences Graduate Programs Office provide ongoing guidance and assistance to students throughout their graduate careers, and any questions or concerns may be discussed with the Department Head, Asst. Department Head for Graduate Affairs or the Director of Graduate Operations at any time.

While this handbook (and your college graduate student handbook) is specific to your academic experience in the department, there are several other resources and offices graduate students are encouraged to consult during their tenure at Carnegie Mellon University. Appendix A of the handbook contains information about The Word, the student handbook, the Office of Graduate and Postdoc Affairs, the Office of the Dean of Student Affairs, and others.

CARNEGIE MELLON UNIVERSITY VISION & MISSION

<http://www.cmu.edu/about/mission.html>

VISION

Carnegie Mellon University will have a transformative impact on society through continual innovation in education, research, creativity, and entrepreneurship.

MISSION

To create a transformative educational experience for students focused on deep disciplinary knowledge, problem-solving, leadership, communication, interpersonal skills, and personal health and well-being.

To cultivate a transformative university community committed to

1. attracting and retaining diverse, world-class talent;
2. creating a collaborative environment open to the free exchange of ideas, where research, creativity, innovation, and entrepreneurship can flourish; and
3. ensuring individuals can achieve their full potential.

To impact society in a transformative way — regionally, nationally, and globally — by engaging with partners outside the traditional borders of the university campus.

PROGRAM MISSION

The Ph.D. program in Biological Sciences aims to train new generations of scientific leaders who make significant and distinctive contributions to society.

The department has established a broad range of resources to enable the students to define and achieve their mission.

UNIVERSITY POLICIES & 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 in understanding community expectations:

[The Word - Student Handbook - Carnegie Mellon University](#)

[Policies - Office of Graduate and Postdoctoral Affairs - Carnegie Mellon University](#)

[Academic Integrity - University Policies](#)

[University Policies Website](#)

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

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

ACADEMIC CALENDAR

The [Academic Calendar](#) provides information on all deadlines, including registration dates, class start dates, add/drop deadlines, exam dates, and more.

COVID-19 UPDATES

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

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 ombudsperson, 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 412-268-7125 or tix@cmu.edu.

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

PROVOST'S STATEMENT ON STUDENT WELL BEING

Take care of yourself. Do your best to maintain a healthy lifestyle this semester by eating well, exercising, avoiding drugs and alcohol, getting enough sleep and taking some time to relax. This will help you achieve your goals and cope with stress.

All of us benefit from support during times of struggle. You are not alone. There are many helpful resources available on campus and an important part of the college experience is learning how to ask for help. Asking for support sooner rather than later is often helpful.

If you or someone you know is feeling suicidal or in danger of self-harm, call someone immediately, day or night:

CaPS: 412-268-2922

Re:solve Crisis Network: 888-796-8226

If you or anyone you know experiences any academic stress, difficult life events, or feelings like anxiety or depression, we strongly encourage you to seek support. Counseling and Psychological Services (CaPS) is here to help: call 412-268-2922 and visit their website at <http://www.cmu.edu/counseling/>. Consider reaching out to a friend, faculty or family member you trust for help getting connected to the support that can help.

If the situation is life threatening, call the police:

On campus: CMU Police: 412-268-2323

Off campus: 911

STANDARD DEGREE REQUIREMENTS & DEGREE CERTIFICATION

GRADUATE STUDENTS

Carnegie Mellon graduate students are expected to complete their degree requirements within the standard length of time for their program of study as outlined in the relevant Graduate Student Handbook. Standard program lengths for graduate students vary significantly – ranging from two semesters for some full-time master's programs to several or more years for doctoral programs. Upon completion of the graduate program degree requirements, the degree will be certified by the student's academic program in the semester in which the student completes the requirements.

EARLY COMPLETION

Graduate students who consider completing all degree requirements in less than the standard length of time for their program of study may consult with their degree-granting program or department to determine if early degree certification is allowed and under what circumstances.

EXTENDED OR LONGER-THAN-STANDARD COMPLETION

Longer-than-standard degree completion may occur due to academic interruptions in making progress toward the degree as defined by the academic program, interruptions of full-time study or progress towards the degree due to serious, documented medical issues, or other unusual or unforeseen circumstances.

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.

PROGRAM OF STUDY

Students seeking guidance about their program of study and degree requirements should consult with their academic advisor and or appropriate associate dean.

FINANCIAL AID AND STUDENT ACCOUNT

Students are expected to make normal progress toward their degree to graduate within the standard timeframe for their program of study. Under U.S. Federal Title IV regulations, student eligibility for federal financial aid is contingent upon enrollment and successful completion of courses counted as credit toward their current degree program. They may be eligible for the maximum federal financial aid; students must enroll each semester in at least 36 units that count toward their current degree level. (See separate guidance regarding integrated degree completion.)

Students should consult with their designated college liaison in The HUB regarding billing and financial aid, particularly for early completion, longer-than-standard completion, or integrated undergraduate and master's degree programs.

INTERNATIONAL STUDENTS

Immigration status for F-1 and J-1 non-immigrant students is tied to making normal progress toward completing 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.

SUMMARY OF DEPARTMENTAL REQUIREMENTS

- Satisfactory completion of six lecture courses, of which four must be graduate courses from the Graduate Advisory Committee (GAC) proposed Core Elective list during the first year, and maintenance of 3.0 QPA (cumulative after the first year, rounded to the nearest tenth)
- Satisfactory completion of laboratory rotations, including oral presentations (first year)
- Satisfactory completion of Thesis Proposal Defense (second year)
- Annual Research Advisory Committee Evaluations (third through last year)
- Annual Research Club presentations (second through last year)
- Teaching assistantship: 10 points (first through last year)
- Total number of units required for completion of a Ph.D. in Biological Sciences is 384 units (fifth year)
- Students finishing their degree early may formally request any of the aforementioned requirements from the department head.
- Satisfactory completion and defense of Ph.D. dissertation (fifth or sixth year)

DEPARTMENTAL PERSONNEL

Veronica Hinman, Ph.D., *Department Head*

MI 634A, 412-268-9348

vhinman@andrew.cmu.edu

N. Luisa Hiller, Ph.D., *Chair of Graduate Advisory Committee (GAC)*

MI 223, 412-268-2081

lhiller@andrew.cmu.edu

DJ Brasier, Ph.D., *Assistant Department Head for Graduate Affairs*

MI 417, 412-268-3377

djbrasier@cmu.edu

Ena Miceli, MPM, *Director of Graduate Operations*

MI 415, 412-268-3012

emiceli@andrew.cmu.edu

Graduate Program Management, Student Recruiting, and Enrollment, University Groups Liaison, Graduate Database Management, Commencement Coordination

Ryan Parrotte, *IT Support Consultant*

MI 411J, 412-268-1990

ryanpar@andrew.cmu.edu

Server Administration, Computer and Network Support, Web Database Management, Hardware, and Software Training, Computer and Software Purchasing

David Casillas, *Business Manager*

MI 410, 412-268-4182

dcasillas@cmu.edu

Department Finances, Grants, Operating Budgets, Purchase Orders, Billing, Policy & Compliance Advising

Ashley Ellibe, *Employment Processes Manager*

MI 412, 412-268-1012

aellibe@andrew.cmu.edu

Postdocs Job Posting (Interfolio), Hiring and Reappointments, Visitor Processing, Visa Processing, Mellon Institute Building Access

TBA, *Senior Sponsored Research Administrator*

MI 406, 412-268-3392

tkareis@andrew.cmu.edu

Proposals, Funding Opportunities, Pre-Award Sponsor Requests (JIT, Revised Budget)

Hannah Finsterbusch, *Administrative Coordinator*

MI 413A, 412-268-5216

hfinster@andrew.cmu.edu

Assistant to the Department Head, Faculty Promotion and Tenure Cases, General Departmental Inquiries, Departmental Seminar Coordinator, Purchasing Card Verifications

Tina Rankin, *Administrative Coordinator*

MI 410, 412-268-1064

trankin@andrew.cmu.edu

Reimbursements, Purchase Orders, Vendor Payments

COLLEGE LEVEL CONTACTS

Curtis A. Meyer, Ph.D., *Interim Dean, Mellon College of Science*

MI 432, 412-268-5124

mcsdean@andrew.cmu.edu

Manfred Paulini, Ph.D., *MCS Associate Dean for Graduate Students*

WH 7307, 412-268-3887

paulini@cmu.edu

Michael Young, Ph.D., *Associate Dean for Diversity, Equity, and Inclusion, Mellon College of Science*

WH 6122, 412-268-2545

michaely@andrew.cmu.edu

Gwen Stanczak, *MCS Director of Graduate Programs*

MI 411A, 412-268-1956

gwens@andrew.cmu.edu

UNIVERSITY LEVEL CONTACTS

Graduate Student Ombudperson

5000 Forbes Ave, 412-268-1018

ombudsperson@andrew.cmu.edu

Students may confer with the university graduate student ombudsperson on issues of process or other concerns as they navigate conflicts

John Hannon, Ph.D., *Student Affairs Liaison*

Warner Hall 300, 412-268-2139

jfhannon@andrew.cmu.edu

SECTION 1. DEGREE ATTAINMENT

COURSES AND GRADES COURSEWORK

To receive the doctoral degree, all students must complete at least six lecture courses, including four graduate-level courses, and up to two of the six can be undergraduate courses.

- All first-year students must take at least three lecture courses for credit in the first two semesters. Courses taken pass/fail or as an audit do not count toward this requirement. Total units earned each semester (including credit for doctoral research 03-900) must equal at least 48.
- To remain in good academic standing, students are required to achieve at least a 3.0 QPA (rounded to the nearest tenth) at the end of the first year.
- First-year students must also obtain a B or better grade in four courses selected from a list of Core Electives. The GAC will approve this list each year.
- Students with a B- or lower grade will do course remediation as directed by the course instructor and approval of the GAC. A passing grade in this exam will remediate the failing grade in the core elective, which will be upgraded to a B.
- Students must also meet expectations within the Rotation Assessment guidelines, which evaluate research skills and scholarship activities predictive of future success in the lab group. At the end of each rotation, there is a final oral presentation on the guidelines.
- Students must also find placement with a lab group by the end of the third rotation to remain in the program. Under special circumstances, a fourth rotation may be allowed with approval from the GAC and Department Head.
- Under special circumstances, the GAC may determine that a student who fails to meet the program's requirements will be placed on probation. GAC will determine the specific requirements for remediation, probation and communicate to the student and his/her advisor (if any).
- After the first year, each student's Research Advisor and the Research Advisory Committee may recommend additional courses to enhance the student's expertise in a subdiscipline.

Students continue to conduct research throughout the summer and, thus, are registered for Doctoral Thesis Research (03-900; summer section R, 36 units). They do not take other summer courses unless their advisor or another source meets the tuition obligations.

DEPARTMENTAL SEMINAR

All students must register for and attend the weekly departmental Graduate Seminar (03-750; 1 unit) each semester. Graduate students are urged to meet speakers to broaden their knowledge of cutting-edge biological science, discuss career paths and strategies, and make valuable contacts. The department often arranges lunch with the seminar speaker, or the faculty host can arrange group meetings for interested students. For speakers you are scheduled to meet with, we ask you to read a recent paper from their lab. First-year students are required to bring and complete speaker assessment forms.

DEPARTMENTAL RESEARCH CLUB

Each semester, all students must register for and attend the weekly departmental Research Club (Graduate Research Seminar 03-755; 3 units), during which students and faculty members give 25-minute presentations. Senior students (third through fifth) present their research results; typically, graduate students give at least three research Research Club presentations during their time in the department. Each succeeding year, those students who speak at the Departmental Retreat or who are graduating by May of their fifth year are not required to present a Research Club that year.

In place of a Research Club presentation during their first year, students give brief oral presentations describing each rotation project (scheduled after each rotation).

Instructions on giving an effective rotation talk are provided during orientation week and a workshop before the first rotation talk. Second-year students do not present at Research Club.

DOCTORAL RESEARCH

During each semester, including the first year, students register for Doctoral Research (03-900; variable units), which encompasses the laboratory rotations during the first year and the thesis research during all the succeeding years.

INTERNSHIP OPPORTUNITIES

Requirements - is the internship required, and are there units attached if so? Identify if there is a cost associated with the units and, if so, where they can expect to find information on the per-unit cost for budget planning.

If a student is on a fellowship, the requirements should be checked before they take an internship.

Expectations - 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. Deliverables such as interim, final reports, or assessments of their experience related to their course of study.

International students must consult with the Office of International Education for eligibility before seeking an internship/co-op or signing an offer contract (required) to ensure the university complies with immigration laws for F & J status students.

REGISTERING FOR CLASSES

Beginning with the first fall semester, students register online for their classes; information is available at Course Registration. Students register online at [http:// www.cmu.edu/hub/sio](http://www.cmu.edu/hub/sio) with an Andrew ID. All students must register as full-time status for their tenure in the program.

- During year 1, students must carry 48 units each semester.
- During years 2-6, students register for at least 36 units (full-time status) per semester.
- To take a course outside of Carnegie Mellon at another Pittsburgh Council on Higher Education (PCHE) institution must complete the fillable PCHE Cross Registration Request Form from the HUB, complete and sign, and return it to the Biological Sciences Graduate Programs Office for permission and signatures. Only one course outside of Carnegie Mellon is permitted per semester. (See PCHE below for more information)
- Please note that the Biological Sciences Graduate Programs Office can only register its students for its own (i.e., 03-xxx) classes.

PASS/FAIL COURSES

According to university policy, a graduate student may elect to take a course pass/ fail; the department requires the student to obtain approval from their advisor.

Within the registration ADD period during the first two weeks of each semester, the student must fill out the Pass/No Pass Approval Form and receive permission from either the student's Research Advisor, Chair of the GAC, or the Director of Graduate Operations. Classes taken pass/no pass cannot be used to fulfill graduation requirements. Pass/no pass status is irrevocable.

TRANSFER COURSES

Transfers are not allowed; however, under exceptional circumstances and the advice of the GAC and Department Head, approval of elective courses can be waived.

PITTSBURGH COUNCIL ON HIGHER EDUCATION (PCHE)

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: 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 grades. 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.)

AUDITING A COURSE

A graduate student may audit a course by completing the Course Audit Approval Form and obtaining the permission of both: 1) the instructor or teaching department and 2) either the Research Advisor, Chair of the GAC, or the Director of Graduate Operations. Audited classes cannot be used to fulfill graduation requirements.

ADDING A COURSE

During the early ADD period of each semester, students may add a course by registering online. After the ADD deadline, they may add a course by completing the course Add, Switch Section, or Change Units Request Form and obtaining the permission of both: 1) the instructor or teaching department and 2) either the Research Advisor, Chair of the GAC, or the Director of Graduate Operations.

DROPPING A COURSE

Students may withdraw from a course online through the DROP deadline toward the end of the semester. After that, to withdraw, the student must complete the Course Withdrawal Form, after which the course appears on the student's transcript as withdrawn (W). The last day to withdraw from a class is the final day of classes. Complete the appropriate form, obtaining the permission of both: 1) the instructor or teaching department and 2) the Research Advisor, Chair of the GAC, or the Director of Graduate Operations.

DROP/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 [Course Adds, Drops & Withdrawals](#).

ACADEMIC INTEGRITY POLICY

Please review the [University Policy on Academic Integrity](#). The policy includes the university's expectations around academic integrity and provides definitions of cheating, plagiarism, and unauthorized assistance.

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

GRADES

Students must remain in good academic standing and achieve at least a 3.0 QPA (rounded to the nearest tenth) at the end of the first year. First-year students must also complete six courses, of which four must be graduate courses from the GAC proposed Core Elective List, and up to two of the six can be undergraduate.

Failure to meet these requirements is grounds for dismissal from the program. Under special circumstances, however, the GAC may determine that a student who fails to meet these program requirements will be placed on probation. GAC will determine specific probation remediation requirements and communicate to the student and his/her advisor (if any). Final course grades will not be altered because of any remediation that may occur during the probationary period.

UNIVERSITY POLICY ON GRADES

This [policy](#) offers university grading principles for students taking courses and covers the specifics of assigning and changing grades, grading options, drops/withdrawals, and course repeats. It also defines the undergraduate and graduate grading procedures.

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.

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 an arithmetic error in computing a grade or failure to grade one of the answers on an exam), or
- (b) the faculty or staff member assigned the grade did so in violation of the University policy.

In the process of appealing final grades where a graduate student's concerns implicate multiple policies or processes, the university reserves the right to decide which process shall apply to avoid duplicative and potentially conflicting processes and decisions in appropriate circumstances. Please review the [Summary of Graduate Student Appeal and Grievances Procedures](#).

LABORATORY ROTATIONS

Laboratory rotations enable first-year students to investigate which laboratory and mentor best matches their interests and allow the faculty to determine whether students have the motivation, talent, and background to be successful Ph.D. students in their labs. Additional benefits of rotations include expanding one's knowledge into other subdisciplines of biology and making meaningful connections to the scientific community within the department. Rotations outside the department allow students exposure to a broader range of scientific interests and expertise.

- Graduate students must complete three laboratory rotations during the first year.
- The first rotation must be within the department.
- At least two rotations must be in laboratories of faculty who hold a primary appointment in the Department of Biological Sciences.
- Students may also rotate with Carnegie Mellon faculty in departments other than Biological Sciences. Students may sometimes rotate with faculty at other institutions (e.g., the University of Pittsburgh), provided these faculty members have advising privileges. They are associated with a departmentally approved interdisciplinary program.
- Under special circumstances, students may complete only two rotations, a situation that is subject to approval by the GAC.
- Summer rotations are acceptable and subject to faculty availability and approval by the Department Head. There are two summer rotation start dates: June 1 and June 16.
- In rare cases, students may be permitted to carry out a fourth rotation in May, subject to faculty availability and approval by the Department Head. Students who remain without a Research Advisor after the end of the last rotation must withdraw from the program.

TIMING

Each of the three rotations lasts 8-12 weeks. If necessary, a fourth rotation may be scheduled during May, subject to approval by the Department Head.

2023-2024:

Dates

Aug 28 - Nov 10 (11 weeks)

Nov 13 - Feb 16 (11 weeks)

Feb 20 - Apr 28 (9 weeks)

Rotation 1 Presentation

Nov 9 & Nov 16

Rotation 2 Presentation

Feb 8 & Feb 22

Rotation 3 Presentation

Apr 18 & Apr 25

Students must spend substantial time (at least 20 hours/week) in each laboratory rotation. Students must meet with their mentors and seek feedback about their performance. Any deviation from the assigned schedule or project must be discussed with the faculty rotation mentor.

CHOOSING ROTATIONS

The "Introduction to Research" talks given by faculty members during the departmental Student Orientation and the Annual Retreat equip each first-year student to choose their rotations. Students notify the Graduate Advisory Committee Chair of their choices for each (three choices in order of priority). The Department Head approves final decisions.

ORAL PRESENTATIONS

During the week following each rotation, students give brief, 7-minute presentations to the entire department that succinctly summarize their rotation projects. Each presentation includes the background and rationale of the project, the question(s) asked, the method(s) employed, the results and their relevance, and future work.

EXPECTATIONS

Students must perform at a high level of intellectual engagement and physical effort in their projects. Typically, students spend at least 20 hours a week doing research in their rotation labs, including doing benchwork, reading, attending lab meetings, and participating in discussions. Students' expectations are determined in consultation with each rotation advisor. A Rotation Assessment form must be completed. Students are encouraged to solicit feedback actively.

Lack of effort, poor performance, or other circumstances during lab rotations may result in the student not finding a laboratory to conduct thesis research. A student who remains without a Research Advisor after the end of the last rotation must withdraw from the program.

THE THESIS PROPOSAL DEFENSE

The Thesis Proposal Defense evaluates the ability of the students to

(1) identify critical unanswered questions in various disciplines, (2) formulate scientific hypotheses or develop methods to solve those problems, (3) design and interpret scientific experiments, and (4) write clearly and persuasively.

Students prepare a written thesis proposal outlining the research they will conduct during their graduate work and defend this thesis proposal in an oral examination. The proposal should demonstrate an understanding of the background material, project rationale, experimental design, proposed project methods, and possible outcomes.

PREPARATION

Students join their labs mid-May/June 1 and discuss possible projects, committee members, and timing with their advisors.

- A top priority for students during the first summer in the lab is to engage in the intensive reading of the relevant literature to sharpen their understanding of possible projects and their significance in the field.
- In early fall (by October 1), students meet with their committees to refine plans for the thesis project and to select a defense date. One week before the pre-proposal committee meeting, each student provides a 1- page summary of the proposed project to the committee members. During the meeting, the student makes a 15-minute presentation of the project, using 3-5 slides for illustration.

TIMING

The Thesis Proposal Defense takes place in the late fall/early winter of the second year after students have spent 6–9 months working in the laboratory where they intend to conduct their thesis research.

- The deadline for completing the written proposal is February 1; however, students are encouraged to schedule the defense as early as possible.
- The Chair of the Graduate Advisory Committee must approve any delays.
- The thesis proposal document should be submitted to the student's committee at least one week before the oral defense.

FORMAT OF WRITTEN PROPOSAL

The Thesis Proposal follows the style of an NIH grant proposal with a maximum length of 15 single-spaced pages (11-12 pt. font; page limit includes figures but excludes Literature Cited).

- *Specific Aims (approximately 1 page)*

State concisely and realistically what your research intends to accomplish and what hypotheses are tested. Write 1-2 general paragraphs introducing the subject and its relevance to biology, and then list three or four specific questions to be addressed. This section is critical because it provides a framework for the reader to appreciate the connections between sections of the proposal.

- *Significance (approximately 4-6 pages)*

Briefly sketch the background to the proposal, critically evaluate existing knowledge and specifically identify the gaps the project intends to fill, i.e., summarize the general knowledge of the field, and identify where your questions fit in. This critical section displays your knowledge and understanding of the field and its current shortcomings. What are the major unanswered questions? Which ones can be answered with available tools? For which questions must new methods be developed?

- *Experimental Design and Methods (approximately 8-10 pages)*

Discuss in detail the experimental design and the procedures to be used to accomplish the specific aims of the project. Include potential difficulties and limitations of the proposed procedures and alternative approaches to achieving the aims.

- *Literature Cited*

References should be cited within the text by the first author and year (Smith et al., 1888; Wilson and Jones, 1919) and listed at the end of the proposal in alphabetical order by the first author's last name. The page limit does not include references.

GUIDANCE

Students may seek guidance and feedback from their advisors about the general scientific directions they wish to take, the design of experiments, and the clarity of their presentations. The written proposal, however, must be primarily the student's work.

Proposal Preparation and Peer Review Course (03-747, four units) is in the fall of the second year. This mini-course introduces second-year students to the structure and preparation of a structured research proposal and formalizes instruction in professional standards in research ethics, CV preparation, and scientific writing and data presentation. Course material is from actual grant proposals, previous years' qualifying exam proposals, primary research publications, and faculty grant proposals. This course is in addition to other resources available within the department and at the university.

THE RESEARCH ADVISORY COMMITTEE (RAC)

Each student chooses a Research Advisory Committee (RAC), which comprises the Research Advisor and at least two additional faculty members with relevant expertise in an allied field.

- At least two committee members must be faculty who hold primary appointments in the Department of Biological Sciences; the Research Advisor may be one of those two.
- The RAC selects a chairperson (someone other than the Research Advisor) to oversee the defense and completes the Thesis Proposal Defense form.
- The Thesis Proposal is defended in front of the RAC.

OUTCOMES

Students must achieve a "pass" to remain in the program. There are four possible outcomes of the Thesis Proposal Defense:

- "Pass" means that no corrections or only minor corrections are required and approved by the Research Advisor.
- "Conditional pass" means certain sections must be rewritten more clearly or designed somewhat differently. Changes should be made within one week. The Research Advisory Committee should decide whether adequate changes have been made before a "pass" can be allowed.
- "Conditional fail" means there are significant shortcomings the student must correct within a reasonable amount of time; a second oral defense must occur within one month.
- "Fail" means that the student may not defend again and must withdraw from the program.

Once the thesis defense is completed successfully (full pass), the student is considered All But Dissertation in Residence (ABR) and a Ph.D. Candidate.

THE RESEARCH ADVISOR AND COMMITTEES

SELECTING A RESEARCH ADVISOR

To remain in the program, students must have a Research Advisor by the last day of the spring semester of the first year. Students submit their first and second choices of advisor to the Chair of the Graduate Advisory Committee, and the Department Head identifies matches between students and advisors, typically by the first week in May. The final choice of Research Advisor requires approval by the Department Head. Students begin thesis research in their laboratories by mid-May.

Although usually a faculty member with a primary appointment in the Department of Biological Sciences, a Research Advisor may hold a faculty position in another Carnegie Mellon department or, rarely, at another institution, provided they have advising privileges in the Department of Biological Sciences.

CHANGING A RESEARCH ADVISOR

A student may change advisors with the mutual consent of the new advisor and the Department Head. An advisor may request a student leave the laboratory after verbal and written notification of the problems, which may include lack of effort, research aptitude, failure to obey laboratory policy and procedure, failure to comply with university regulations, or behavior detrimental to the laboratory.

Consideration of this action must be brought to the attention of the student, the Research Advisory Committee, and the Department Head.

THE RESEARCH ADVISORY COMMITTEE

Each student and the Research Advisor select and invites a Research Advisory Committee (RAC). RAC consists of at least three faculty members: the student's Research Advisor (who serves as the Chair of the RAC) and at least two additional faculty members with relevant expertise in an allied field.

- At least two RAC members (including the Research Advisor) must be faculty members who hold primary appointments in the Department of Biological Sciences.
- This committee administers the Thesis Proposal Defense, meets with the student at least once a year to provide guidance, and monitors the overall progress of the research project. It is the shared responsibility of the Research Advisor and the student to schedule these meetings.
- One committee member from another department or institution must be added to the RAC for the Thesis Defense (see below). However, students are encouraged to include local and external members as early as possible to provide broader advice during their graduate career.

On completion of the research work, the student writes the formal dissertation and submits it to the RAC in preparation for the Dissertation Defense. Students should consult their advisors about writing the dissertation.

THE THESIS COMMITTEE

The Thesis Committee consists of the RAC, with an additional member from outside the department invited to oversee the student's dissertation defense.

THE RESEARCH ADVISORY COMMITTEE EVALUATION

TIMING

Students are required to meet at least once a year with their Research Advisory Committee. After the meeting, students electronically submit the RAC form to the Graduate Programs Office. Students are encouraged to schedule their RAC meetings within a week after their Research Club presentations to facilitate a more in-depth discussion of research plans.

WRITTEN REPORT TO THE COMMITTEE

Students are strongly encouraged to complete Parts 1-4 of the RAC Report Form. Students are encouraged to respond in brief, bulleted format unless otherwise directed. Students are expected not to spend more than two hours preparing this document, except for the research progress summary (Question 1 of Part 1).

Note that this document will NOT become part of a student's permanent record in the departmental office. However, the student, advisor, and RAC may want to save a copy.

DOCUMENTATION

A Research Advisory Committee Evaluation Form should be completed after each RAC meeting and electronically submitted to the Biological Sciences Graduate Programs Office.

DOCTORAL DISSERTATION AND GRADUATION PROCEDURES

As the final step in completing the requirements for the Ph.D. in Biological Sciences, each student must write and publicly defend a Doctoral Dissertation, which should significantly contribute to science and contain material worthy of publication.

TIMING

Before the sixth year of study, the department notifies the student, the Research Advisor, and the Department Head that there is one year remaining in which the student must complete all requirements for the Ph.D. in Biological Sciences. A student on track to complete the Ph.D. in Biological Sciences on time should make an appointment with the Director of Graduate Operations as early as possible to discuss processes and procedures.

DISSERTATION

Students consult with their advisors about writing the doctoral dissertation, receiving ample feedback from their advisor and laboratory group about the format, style, and content. Typically, the writing process takes 1-2 months.

The student should distribute their completed dissertation to their thesis committee at least two weeks before their defense.

THE THESIS COMMITTEE

The Thesis Committee consists of the RAC, with an additional member from outside the department invited to oversee the student's dissertation defense.

PUBLIC PRESENTATION

The final examination consists of a public presentation of the work by the doctoral candidate followed by private questioning by the Thesis Committee to determine the student's depth of knowledge and competency.

GRADUATION MATERIALS

To graduate, students who have passed their dissertation defense must submit the following materials to the Biological Sciences Graduate Programs Office:

- PDF file of thesis
- PDF of the abstract and title page
- Signature Page of Thesis
- Dissertation & Thesis Submission Checklist
- Consent to Publicly Livestream a Presentation

These documents and forms are submitted within two weeks of the dissertation defense.

GRADUATE DEGREE TITLE

The degree title is Doctoral of Philosophy in Biological Sciences.

GRADUATION CEREMONIES

Three May graduation ceremonies pertain to doctoral students. We encourage students to participate in the May events because there are no August or December commencement ceremonies. Students who graduate in December must contact the Biological Sciences Graduate Programs Office for details.

The Department of Biological Sciences Diploma Ceremony and Reception are held Saturday before the university-wide Sunday Commencement. Students who graduated in December and May are eligible and strongly encouraged to participate.

The Doctoral Candidate Hooding Ceremony occurs Saturday evening before the university-wide Sunday Commencement. Doctoral students from all disciplines are individually recognized and hooded on stage. ONLY students who have successfully defended their dissertation before the May graduation date are eligible to be hooded. Any request for an exception should be directed to the Associate Dean for Graduate Affairs at the Mellon College of Science.

The Carnegie Mellon University Commencement Ceremony is held on Sunday. Students who graduate in December, May, or August are eligible to participate.

TERM LIMITS

The department supports the student for six years. This period is exclusive of any official leave of absence. The student, the Research Advisor, the Research Advisory Committee, and the Biological Sciences Graduate Programs Office cooperate in monitoring the student's time limit and the progress required to meet the six-year deadline.

PETITION PROCESS

A student unable to complete the Ph.D. in Biological Sciences by the deadline may petition the Department Head for a one-semester extension of the six-year limit. Petitions must be filed early in the first semester of the sixth year. Additional extensions may be requested on a semester-by-semester basis. Extension beyond the normal term limit of six years is granted only under the most extraordinary circumstances (e.g., student illness, adverse conditions for research, advisor-related difficulties, change in the laboratory, and so forth). Also, petitioned extensions cannot exceed the university's state of limitations for doctoral students. Please refer to the Doctoral Student Status Policy.

A petition for an additional semester should include the following:

- an explanation of the factors causing the delay in completion of the degree
- a plan to resolve the factors causing the delay
- an attached letter from the student's Research Advisory Committee detailing the timetable

for the next semester and stating that there is a reasonable expectation that the student will complete the work within the next semester

If the petition is granted, the timetable established in the petition must be followed under the guidance of the student's Research Advisor and Research Advisory Committee. If the petition is denied, the student is no longer a doctoral candidate and must leave the program.

ADDITIONAL REQUIREMENTS

TEACHING

Students are required to serve as teaching assistants (TAs) during their tenure in the department. The assignments may require the student to assist the faculty instructor in preparing materials for class, grading student work, leading review sessions, holding office hours, and bookkeeping. No student is required to serve as the instructor for a course or have final judgment on course grades. Assignments are made in July and are subject to approval by the Department Head.

In addition, the Mellon College of Science requires that all T.A.s complete the online Preventing Workplace Harassment training course. The course is designed to help T.A.s understand what constitutes harassment, how to avoid engaging in behavior that could be considered harassing, and what to do if you witness or experience harassment. You will receive an email from H.R. early in the fall to register for the training.

ENGLISH LANGUAGE PROFICIENCY

Graduate students are required to have a certain level of fluency in English before they can instruct in Pennsylvania, as required by the English Fluency in Higher Education Act of 1990. Through this Act, all higher education institutions in the state are required to evaluate and certify the English fluency of all instructional personnel, including teaching assistants and interns. The full university policy can be reviewed at: <https://www.cmu.edu/policies/faculty/evaluation-certification-english-fluency-instructors.html>. Language Support in the Student Academic Success Center will rate the fluency of all instructional personnel to determine at what level of responsibility the student can T.A. Language Support in the Student Academic Success Center helps T. A.s 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 additional information: <https://www.cmu.edu/student-success/>.

Because the Department of Biological Sciences believes that excellent English skills are essential, we strongly recommend that students whose native language is not English achieve a PASS by the end of their second year.

STUDENT ACADEMIC RESPONSIBILITIES

Student responsibilities include consistent attendance and participation in the following activities:

- The Elizabeth Jones Annual Retreat in its entirety
- The Departmental Seminar (03-750) attendance
- Meetings with the Seminar speaker
- The Departmental Research Club (03-755) attendance and presentation

OTHER STUDENT RESPONSIBILITIES

Second-year students are expected to maintain representation in the Graduate Student Assembly and be responsible for the financial records of the graduate students.

HONORARY SOCIETIES

Graduate students are encouraged to belong to professional societies such as Phi Kappa Phi and Sigma Xi and are nominated if qualified, by the department. They are also urged to join the societies specific for their subdiscipline.

COMMITTEE WORK

Participation in committees is essential in being a good citizen of the department. Students are encouraged to work in one or more of the following committees:

- The Seminar Committee
- Student-Invited Speaker Series (SISS) Committee
- The Graduate Student Host Committee
- The Recruiting Committee
- The MCS Graduate Student Action Committee (GSAC)
- The Graduate Student Assembly
- Career Development Committee (CDC)

In addition, students may request to provide occasional help ad hoc (e.g., retreat, website). Student participation in any of the above is very much appreciated.

STATUS

Failure to carry out research, training, or teaching assistant responsibilities, an unexcused absence, or other unprofessional behavior is grounds for dismissal from the Ph.D. program. The Department Head and the Chair of the Graduate Advising Committee review such cases.

First-year students must be registered for at least 48 units during the first two semesters to be considered full-time; all other students must register for at least 36 units. Any questions about registration should be directed to the Biological Sciences Graduate Programs Office or Enrollment Services (the HUB).

Students who need to change their status must speak with their advisor; the Department Head approves all changes.

ABD STATUS

Students are certified All But Dissertation in Residence (ABR) when they have completed their required coursework and passed their Thesis Proposal Defense, typically toward the end of their second year. When notified by the Biological Sciences Graduate Programs Office, they sign the All But Dissertation Status Agreement form.

STUDY IN ABSENTIA

Students who are ABR but are not present at the university while they are writing their dissertation are considered in absentia (ABS) and do not receive financial support from the department. International students on visas may not be in absentia. For more information, refer to <https://www.cmu.edu/policies/>.

LEAVE OF ABSENCE

Students who must delay their studies for personal, medical, or academic reasons may do so with a [Leave of Absence \(LOA\)](#), leaving the university temporarily with a commitment to return. Students must contact their Research Advisor or the Graduate Advisory Committee Chair to discuss their plans and complete the appropriate Leave of Absence form. The re-entry back into the program will require approval from the Department Head. The student's place in the program is held during the time of leave; there is no financial support.

WITHDRAWAL

Students who need to withdraw from the university (leaving the university with no intention of returning) for personal, medical, or academic reasons must contact their Research Advisor or the Chair of the Graduate Advisory Committee to discuss their plans and fill out the appropriate Withdrawal form. [University Policy](#)

A student dismissed from a lab may seek another lab with the permission of the Department Head. If the student elects not to do so, or if another lab is not found, the student is automatically dismissed from the doctoral program.

Assistance with transitioning is available; please contact the Chair, Graduate Advisory Committee.

TERMINAL MS DEGREE

The Department of Biological Sciences does not have a formal program leading to an MS in Biological Sciences degree. Students who have been making significant research progress towards their doctorate but are unable to continue in the program may be eligible to receive an MS degree if this is deemed appropriate by their Research Advisor and the Department Head. Each case is considered on an individual basis.

SECTION 2. RESOURCES

ACADEMIC ADVISING

ORIENTATION

There are two orientations for incoming graduate students. Both events occur in the weeks preceding the beginning of the fall semester.

- The University-wide orientation organized by the Office Graduate Education and Postdoctoral Affairs introduces the students to university resources and services, such as things to do before and after arrival on campus, resources for living in Pittsburgh, and key dates and deadlines.
- The Departmental Orientation introduces them to departmental faculty, research, administration, policies, and services. The Biological Sciences Graduate Programs Office arranges for students to receive the necessary information for enrollment, registration, and timelines.

ADVISING FOR COURSEWORK

Before the fall and the spring semesters, each first-year student meets individually with the Graduate Advisory Committee to select courses. After the first year, the Research Advisor and the Research Advisory Committee may recommend additional coursework.

MONITORING PROGRESS

The Research Advisory Committee meets with the student at least once a year, providing guidance and monitoring the student's overall progress. After each annual review of the student's work, the committee completes the Research Advisory Committee Evaluation Form. The student is encouraged to review this written report and discuss any problems with the Research Advisor. Email the form to the Director, Graduate Operations.

Students with specific concerns about their progress are urged to speak with their Research Advisor or the Research Advisory Committee members.

Alternatively, the Chair of the Graduate Advisory Committee and the Department Head are available for counsel.

NOTIFICATION OF INADEQUATE PROGRESS TOWARD THE DEGREE

If the Research Advisory Committee determines the student is making unsatisfactory progress, the student and the RAC must formulate a plan to correct any deficiencies. Continued failure to make satisfactory progress is grounds for dismissal from the program.

STUDENT RIGHTS IN ACADEMIC CONFLICTS

A student wishing to appeal a departmental disciplinary decision should first speak directly with the faculty member (instructor or Research Advisor). Suppose the student is uncomfortable approaching the faculty member. In that case, they may speak with the Director of Graduate Operations, who serves as Graduate Ombudsperson for Biological Sciences, who will keep all conversations confidential at the student's request. Students can also speak with one or more members of the Graduate Advisory Committee if needed. The student is referred to the Department Head if the conflict cannot be resolved. Then with the student's permission, they meet with the faculty member involved. The student may also meet with the MCS Ombudsperson. The Mellon College of Science Grievance Procedures is available at [http:// www.cmu.edu/mcs/policies/grievance.html](http://www.cmu.edu/mcs/policies/grievance.html).

A student not satisfied with the achieved resolution may file a formal written appeal to both the Associate Dean for Graduate Affairs and the Dean of the Mellon College of Science. The policies and procedures governing this process are explained in The Word/Student Handbook section entitled "Academic Standards and Actions."

ETHICS

At all times, students are expected to conform to the highest ethical standards; consequences for academic or scientific misconduct are severe and may include dismissal from the program. The University Policy on Academic Integrity includes

University expectations around academic integrity and provides definitions of cheating, plagiarism, and unauthorized assistance.

In addition, the University's Academic Disciplinary Actions procedures outline the process of investigating, reporting, and adjudicating violations of the University Policy on Academic Integrity.

Carnegie Mellon's Office of Research Integrity and Compliance is committed to maintaining the integrity fundamental to research activities through the responsible and ethical conduct of its faculty, staff, and students. The [Responsible Conduct of Research](#) (RCR) is a widely accepted set of ethical principles and professional standards for conducting research in the university community. CMU provides a variety of Responsible Conduct of Research seminars as listed in the RCR core elements

RESOURCES AND REGULATIONS GOVERNING RESEARCH AT CARNEGIE MELLON

1. [Office of Sponsored Programs](#)
2. [Office of Research Integrity & Compliance](#)
3. [Intellectual Property Policy](#)
4. [Policy on Restricted Research](#)
5. [Human Subjects in Research Policy](#)

CAREER AND PROFESSIONAL ADVISING

CAREER ADVISING

Students are strongly encouraged to use the myIDP tool available for free at <http://myidp.sciencecareers.org/> to explore and document suitable career pathways close to their skills and broad interests. Students may also request informational networking with program alums or potential employers who have departmental connections and practice interviews before any on-site job interview.

SCIENTIFIC SPEAKING SKILLS

Students receive formal training in scientific speaking twice during their Ph.D. tenure. First, students get a quick primer on presentations before the first rotation talks in the Fall semester of their first year. Students are also encouraged to participate in seminars and workshops provided by various resources on campus, such as the Student Academic Support Center and the Public Communication for Researchers (PCR).

SCIENTIFIC WRITING SKILLS

Students receive formal training in scientific writing during the fall semester of their second year. 03-747 – Proposal Preparation and Peer Review is a mini-course designed to introduce second-year students to the structure and preparation of a structured research proposal and formalize instruction in professional standards in research ethics, CV preparation, and scientific writing and data presentation. Course material is from actual grant proposals, previous years' qualifying exam proposals, primary research publications, and faculty grant proposals. The course is highly interactive, and students are required to participate in the review of each other's work throughout the course.

Coursework is expected to form the basis of the Ph.D. qualifying exam proposal in the winter of the second year.

CAREER AND PROFESSIONAL DEVELOPMENT CENTER (CPDC)

The Career and Professional Development Center (CPDC) provides students access to campus job fairs and workshops on various topics. Also, on-site career consultants can help students with resumes and mock interviews. Students are encouraged to avail of these services via TartanTRAK.

TRAINING AND SUPPORT SERVICES

The Office of International Education (OIE) provides many important services to international students, including immigration advice and social and cultural issues. These services are explained during the University Graduate Student Orientation in August before the fall semester begins.

The Student Academic Success Center (SASC) offers various opportunities for students to deepen their understanding as learners, communicators, and ultimately scholars. We support student success by providing academic coaching, communication consulting and workshops, accommodations, and support for students with disabilities, and language support for English language learners. Our program offerings are free and open to all students. SASC also engages with faculty and staff to improve academic advisors' coordination and professional development.

LIBRARIES

Three university libraries provide research support for science students: Sorrells Engineering and Science Library, Hunt Library, and Mellon Institute Library. The Mellon Institute Library contains materials for biology, biochemistry, chemistry, environmental sciences, and industrial health.

TEACHING SUPPORT AND OPPORTUNITIES

Students should avail themselves of Carnegie Mellon's Eberly Center for Teaching Excellence, which sponsors courses on preparing and presenting course lectures, understanding students, formulating syllabi, writing exams, and other topics. The university also sponsors seminars on teaching for TAs and students considering careers in academic settings.

COMPUTING SERVICES

Many general computer questions can be resolved quickly by contacting the Help Center (412-268-HELP [8-4357] or advisor@andrew.cmu.edu).

If the Help Center cannot resolve a problem remotely, the departmental IT Support Consultant can provide hands-on technical support for computers, printers, and software. To place a service request

to the IT Support Consultant, email bio-it-support@andrew.cmu.edu. For emergencies, call the IT Support Consultant directly at 8-1990.

In addition to general technical support, the IT Support Consultant can help with computer purchases, software purchases, and computer retirement and disposal.

ENROLLMENT SERVICES (THE HUB)

The HUB provides a range of enrollment services. The Academic Calendar provides information on all deadlines, including registration dates, class start dates, add/drop deadlines, exam dates, and more. Information regarding forms, schedule of classes, online registration, graduation procedures, an official letter of enrollment, official transcript, and enrollment verification.

HONORARY SOCIETIES

Graduate students are encouraged to belong to professional societies such as Phi Kappa Phi and Sigma Xi and are nominated if qualified, by the department. They are also urged to join the societies specific for their subdiscipline.

STUDENT ORGANIZATIONS

Students are encouraged to participate in the following departmental student-driven organizations:

- Career Development Committee
- Student-Invited Speaker Series (SISS) Committee

Students' involvement complements their academic development as well as their professionalization.

COMPLIANCE ISSUES

ENVIRONMENTAL HEALTH AND SAFETY TRAINING

Each graduate student in the Department of Biological Sciences must complete laboratory, chemical and biological safety training presented by Environmental Health & Safety during the Departmental Graduate Student Orientation. Training must be completed before beginning regular coursework; students who work with or near radioactive substances must undergo radiation safety training.

ANIMAL TRAINING

Animal training is required for any individual listed on an animal protocol. Currently, training is offered through the University of Pittsburgh Institutional Animal Care and Use Committee (IACUC) and must be completed before research studies involving laboratory animals can begin:

IACUC Modules include:

- Purpose Bred Mice and Rats in Research, Testing, and Teaching (general)
- Large Animal Research and Training (general)
- Species-specific modules: Cat, Dog, Ferret, Rabbit, Ruminant, Swine, Nonhuman Primates, Guinea Pig, and Hamster

Note: Users are required to take the Purpose Bred Mice and Rats in Research, Testing and Teaching (general) module or the Large Animal Research and Training (general) module and All applicable species-specific modules as per protocol

For more information on training, please contact IACUC Education and Compliance Office at 412-383-1737 or iacuc@pitt.edu.

INTELLECTUAL PROPERTY

Students are required to comply with the University Policy on Intellectual Property. This policy was developed to encourage and support the generation and dissemination of new knowledge by faculty, staff, and students. It applies to patentable inventions, copyrightable material or trade secrets, works of art, and inventions and creations that might be considered proprietary.

SECTION 3: FINANCIAL SUPPORT AND BENEFITS

RESIDENCY REQUIREMENTS

University regulations require at least one year of full-time residency to be a candidate for a doctoral degree. Residency means the student lives in Pittsburgh and is engaged in coursework and research full-time at Carnegie Mellon.

PERIOD OF SUPPORT

The department guarantees support for each student who is making satisfactory progress for a maximum of six years. Support from training grants, research grants, fellowships, or departmental funds may require students to participate in additional activities stipulated by the source of funds. The university or the department does not fund students who are in absentia or on leave of absence.

STIPEND AND TUITION

Students supported by the department or from a faculty members' grant receive a stipend for 12 months throughout the year, payable on the 15th and the last working day of each month. Students must make satisfactory academic progress and fulfill any requested teaching, seminar, or coursework assignments to be eligible for financial support. All graduate students supported by the department (i.e., students not holding fellowships) receive the same stipend, regardless of the year entering the program, teaching responsibilities, or laboratory assignment. The department does not equalize differences in tax withholding.

Students also receive complete tuition remission for the fall and spring semesters. Payment of tuition for any summer classes, including those audited, is the responsibility of the student or the Research Advisor. Tuition information is available at [https:// www.cmu.edu/sfs/tuition/graduate/](https://www.cmu.edu/sfs/tuition/graduate/).

The Carnegie Mellon Graduate Student Handbook describes the tax status of stipends, tuition remissions, and book and travel allowances. Student stipends are taxable by the federal government and may depend on student citizenship or residence status. Questions concerning tax matters should be directed to the CMUWorks Service Center at cmu-works@andrew.cmu.edu or 412-268-4600.

Please note that the first paycheck arrives on August 31; thus, each student should bring enough money to pay for all deposits.

FEES

The department pays the Student Activity Fee, the Transportation Fee, and the Technology Fee. Fee information is available at <https://www.cmu.edu/sfs/tuition/graduate/>.

HEALTH INSURANCE AND SERVICES

Carnegie Mellon has a Student Health Insurance policy requiring full-time, degree-seeking students to carry adequate medical insurance unless enrolled as the dependent, partner/spouse, or principal in an employer or government-sponsored insurance plan.

The university is committed to covering 100% of the individual premium for health insurance coverage for all doctoral students enrolled in CMU's

Student Health Insurance Plan (SHIP). The student must make arrangements with Student Health Services to either pay for their insurance at the beginning of the semester or elect a payment plan for the academic year. While the 100% individual premium support only applies to doctoral students, their family members can still enroll in the SHIP plan.

Optional dental and vision insurance are offered. The university does not provide support for these. Questions about the department's health insurance support can be directed to the Business

Manager. More information is available at the Student Health Services website <http://www.cmu.edu/health-services> by email to shinsure@andrew.cmu.edu.

The Student Health Services Center cares deeply about students' health and well-being, which includes access to care and rights as a patient. UHS supports a campus culture of health and well-being that provides an open climate of care for all and fosters student success. More information is available on their website regarding the services they can provide.

EMPLOYMENT ELIGIBILITY VERIFICATION

For graduate students receiving a stipend, an Employment Eligibility Verification is required.

Form I-9 must be completed within three business days of beginning work for compensation (stipend or employment) and will be done during onboarding. Highlighted below are additional details. To ensure compliance with federal law, Carnegie Mellon University maintains the Employment Eligibility Verification (I-9) Policy 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 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.

For more information, 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."

CONSENSUAL INTIMATE RELATIONSHIP POLICY REGARDING UNDERGRADUATE STUDENTS

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.

OUTSIDE EMPLOYMENT

Outside employment or consulting for our graduate students in the Department of Biological Sciences is not permitted.

SUMMER EMPLOYMENT

Students receive their stipends bi-weekly, twelve months per year; thus, summer employment is prohibited.

CHANGE IN FINANCIAL SUPPORT

Changes in financial support must be conveyed in writing to the student at least four weeks ahead of time. Students requiring a change in tax withholding or local municipality should notify the Business Manager.

OUTSIDE FELLOWSHIPS

Students are encouraged to obtain their funding source through fellowships such as those sponsored by the National Institutes of Health (NIH) or the National Science Foundation (NSF). The university's Fellowships and Scholarships Office (FSO) maintains a financial aid and fellowship database.

For submission, all applications must go through the Business Manager's Office. The Business Manager must be notified before the application submission and receive a full, completed copy of the application. The department and the university administer all fellowships. Students whose award amount is lower than the current stipend level receive a supplement to bring their stipend up to the departmental level; students receive the total fellowship amount if it exceeds the departmental stipend level.

DEPARTMENTAL GRANTS

Graduate students who show extraordinary dedication to teaching are eligible for the Department of Biological Sciences Annual Graduate Student Teaching Grant. Nominations are solicited from instructors in the early spring; criteria for consideration include:

1. preparation and knowledge of the material;
2. dedication and responsiveness to students and instructor;
3. initiative; and
4. general work ethic, including attendance in class and office hours.

The recipient receives the award during The Elizabeth Jones Annual Retreat in the fall.

Graduate students who contribute positively to the best interests of their fellow graduate students, community, or department are eligible for the Department of Biological Sciences Leadership Grant. Nominations are solicited from the department in early spring. The recipient receives the award during The Elizabeth Jones Annual Retreat in the fall.

The Semon Stupakoff and Margaret Carver provide endowments for our graduate students. Below are the names of the grants:

Margaret Carver Research Enrichment Grant

Stupakoff Graduate Student Research Enrichment Grant

- Enhance their research through activities such as buying time on instrumentation, attending advanced courses, traveling to collaborator's labs, or other activities that can be demonstrated to enhance research that would otherwise not be possible.

Margaret Carver Grant for Enhancing Diversity, Equitability, and Inclusion

- Enhance diversity, equitability and inclusion in the department, CMU, Pittsburgh, or the wider community. These activities include workshops, symposia, social events, outreach with local students, website development, social media, or resource development. Funds may supplement activities undertaken for NSF fellowships or similar other grants.

Stupakoff Outstanding Research Paper Grant Margaret Carver Outstanding Research Paper Grant

- Students who were judged to have the best research paper.

Margaret Carver Travel Grant

- Travel funds for professional reasons, including conference attendance, working with a collaborator, etc.

COLLEGE AND UNIVERSITY

Graduate students who demonstrate excellence in research with MCS are eligible for the Guy C. Berry Research Award.

Graduate student Teaching Assistants are also eligible for teaching awards at the college and university levels.

- The Mellon College of Science Hugh D. Young Graduate Student Teaching Award
- The Carnegie Mellon Graduate Student Teaching Award

ATTENDING CONFERENCES

Students funded through outside agencies may receive an allowance of travel money for this purpose. The Department of Biological Sciences sponsors the Dr. Margaret Carver Biological Sciences Graduate Student Travel Grant for students in their third-sixth year.

Students are encouraged to join the scientific societies pertinent to their area of research. Many of these societies have local chapters and student memberships at reduced rates and may also have funds available to students to defray expenses to attend society meetings.

MCS provides supplemental conference travel funding for MCS graduate students. The funding goal is to enable MCS graduate students to attend and participate in key conferences and workshops that advance their research. Travel awards up to \$500 are available to individual graduate students or a group of graduate students attending the same meeting.

The MCS Graduate Student Conference Funding Award is partial source support. Applicants must seek funds from other sources first. Priority will be given to applicants:

1. who have already secured travel funds from sources (i.e., advisor, department, professional societies, conference, or workshop travel funds)
2. who are giving research talks, presenting posters, or attending a conference or workshop
3. a confirmed presentation or poster is not required at the time of application but is required to receive final funding

UNIVERSITY 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>"

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' 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.

SEXUAL MISCONDUCT POLICY

The University prohibits sex-based discrimination, sexual harassment, sexual assault, dating/ domestic violence, sexual exploitation, stalking, and violation of protective measures. 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 for Institutional Equity and Title IX
<http://www.cmu.edu/title-ix/>
412-268-7125
institutionalequity@cmu.edu
- University Police
<https://www.cmu.edu/police/>
412-268-2323

Additional resources and information can be found at:

<https://www.cmu.edu/title-ix/resources-and-information/index.html>

GESTATIONAL AND PARENTAL ACCOMMODATIONS

<https://www.cmu.edu/graduate/programs-services/maternity-accommodation-protocol.html>

Providing holistic student support is a top priority at Carnegie Mellon. The protocols on this page are designed to support the parental needs of students and their families.

Students seeking any of the Parental Accommodations described below must register with the Office of the Dean of Students by contacting the office for an appointment by calling 412-268-2075.

Students are encouraged to register with the Office of the Dean of Students ninety (90) days in advance of the anticipated arrival of the child as applicable in the individual circumstance. At the time of registering, students will have the opportunity to consult about resources, procedures, funding options and preparation for discussing academic accommodations with the student's academic department. Students should also consult with their academic advisors either before or in conjunction with registering with the Office of the Dean of Students.

ACCOMMODATIONS FOR GESTATIONAL PARENTS

The birth of a child is a significant life event that may require time away from academic pursuits for delivery and recovery from delivery of a newly born child. Students whose anticipated delivery date is during the course of a semester may need to take time away from their academic responsibilities. Carnegie Mellon students seeking time away are afforded two options as possible accommodation:

- Short-Term Accommodation for Gestational Parents – A short term absence from academic responsibilities up to a maximum of six (6) weeks. Short-Term Accommodation may be extended by two (2) weeks, for a total of eight (8) weeks, where a longer absence is medically necessary. Prior to the absence students must work with relevant university faculty and staff to adjust their course work, research, teaching and other academic responsibilities during the period of absence. This may include extensions of time to complete assignments, incomplete grades, and/or dropping courses, shifting research responsibilities and adjusting TA assignments. Students who take a Short-Term Accommodation will remain enrolled.
- Formal Leave of Absence– A formal leave of absence under the Student Leave Policy. Generally, the Student Leave Policy permits students to take a leave of absence for a full-semester, mini-semester, or for the time remaining in the semester during which the leave is taken. Students who take a Formal Leave of Absence (<https://www.cmu.edu/policies/student-and-student-life/student-leave.html>) drop all remaining courses for the semester and are unenrolled for the semester. International students must consult with the Office of International Education (<https://www.cmu.edu/oie/>) before considering this option due to visa implications.

PARENTAL ACCOMMODATION FOR DOCTORAL STUDENTS

The university offers a Parental Accommodation for qualifying doctoral student parents to include up to four (4) weeks of time away from academic responsibilities with continued stipend support. This accommodation can be utilized within six months of the birth or placement of a child through adoption, foster care or legal guardianship. Gestational parents may utilize both the Short-Term Accommodation for Gestational Parents and the parental accommodation. Careful planning and consultation is necessary given the unique contexts and requirements of each student's situation. Students will remain fully enrolled and will receive assistance in navigating the necessary planning and consultation processes.

FINANCIAL ASSISTANCE FOR STUDENT PARENTS

Carnegie Mellon also offers the following options for financial assistance to students who become parents while enrolled:

Interest Free Loan – Any student who becomes a parent is eligible to apply for an interest-

free parental loan (<https://www.cmu.edu/student-affairs/dean/loans/>) from the Office of the Dean of Students.

Doctoral Stipend Continuation (Gestational Parents) – Doctoral students who are the gestational parent and 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 Accommodation for Gestational Parents or during 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.

Doctoral Stipend Continuation (Non-gestational Parents) – Doctoral students who receive an academic stipend funded by Carnegie Mellon and are becoming a parent by adoption, birth, or through guardianship are eligible to continue to receive stipend funding for up to four (4) weeks during a Short-Term Parental Accommodation.

CHANGE OF ADDRESS

Students are responsible for promptly notifying the Business Office and HUB of all changes. Students will be held responsible for failing to receive official college notices due to not having a correct address on file; F-1 students may jeopardize their status if address information is not kept current. Students can change their address using SIO, available via the HUB website: www.cmu.edu/hub/index.html.

VACATIONS AND TIME OFF

Ph.D. students in the department continue their research during academic breaks (including summer) except for official university holidays.

Paid time off for personal business or vacations generally is not included as part of a graduate's financial support. A supported graduate student who wants to take a short break must get approval from their advisor and, if required by the terms of the student's support package, must make up the work. First-year students constitute a special case and must wait until they are assigned to a laboratory permanently (in May of their first year) to plan a vacation.

Supported graduate students wishing to take more extended periods of personal time off must do so without financial support. The advisor notifies the department's Business Office of any such arrangements so that an appropriate adjustment in the student's support can be processed.

The timing and length of any time off must be approved in advance by the advisor before travel commitments are made. Before absences, the student must discuss with the supervising faculty member ways to ensure their progress is satisfactory and that research and teaching responsibilities can be met satisfactorily. Students with TA responsibilities are expected to be on campus to attend any required TA training and finish grading or other duties assigned by the department at the end of the semester.

It is important to note that University Holidays are student holidays as well. Students must consult their advisor about coverage during University Holidays if they have challenges with taking time off, i.e., if experiments are running that need to be monitored continuously. Arrangements can be made for students to take an equal number of days off at another time.

UNIVERSITY FINANCIAL AID

Graduate students should consult with Student Financial Services for financial aid to pay for educational expenses.

OFFICE OF THE DEAN OF STUDENTS EMERGENCY LOAN PROGRAM

Graduate students needing immediate funds for emergencies should contact the [Office of the Dean of Students](#) (see Appendix A) to inquire about emergency funding available to enrolled students.

HOUSING

Many graduate students live in off-campus houses and apartments in the many neighborhoods surrounding the university. Housing Services does provide some local area information, resource links, and CMU Off-Housing (a list of apartments posted by area landlords), which can be found in the Community Housing section.

FACILITIES AND EQUIPMENT

The department owns and maintains equipment such as centrifuges and autoclaves for departmental members' use. Each graduate student's responsibility is to be trained in properly using and maintaining this equipment. It is also imperative that logs are signed, and any problems noted. Individual laboratories are liable for repair and replacement costs if their personnel misuse equipment.

ACCESS TO MELLON INSTITUTE

The Mellon Institute access is granted through CMU IDs. The Director of Graduate Operations must approve access.

Appendix A

2023-2024

Highlighted University Resources for Graduate Students

Key Resources for Graduate Student Support

Office of Graduate and Postdoctoral Affairs

<https://www.cmu.edu/graduate>

graded@cmu.edu

The Office of Graduate and Postdoctoral Affairs provides university-wide support for all graduate students and academic programs, with a focus on supporting graduate student success at Carnegie Mellon. Examples of resources offered through the Office of Graduate and Postdoctoral Affairs include, but are not limited to:

- Website with university resources, contact information for CMU programs and services, possible financial assistance and potential funding opportunities, and various procedural and policy information
- Newsletter to all graduate students with information on activities, resources, and opportunities
- Professional development seminars and workshops, and various programming and events for the graduate student community

The Office of Graduate and Postdoctoral Affairs also works directly with the colleges and departments on issues related to graduate students and serve as a resource for developing policy and procedures. The Office of Graduate and Postdoctoral Affairs partners with many other offices and organizations, such as the Graduate Student Assembly, to support the holistic graduate student educational experience.

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 metacurricular experience at Carnegie Mellon including the coordination of student support. Graduate students will find the enrollment information for Domestic Partner Registration and Parental 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 currently three forms of support funding for enrolled students: emergency student loans, student parental loans, and the Tartan Emergency Support Fund. Inquiring 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.

College Liaisons and the Student Support Resources team serve as additional resources for graduate students. 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 Important Contacts list in Student Information Online (SIO). The Student Support Resources team offers an additional level of support for students who are navigating 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

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

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)

Assistance for Individuals with Disabilities

<https://www.cmu.edu/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. The Office works 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.

Eberly Center for Teaching Excellence & Educational Innovation

<https://www.cmu.edu/teaching/>

The Eberly Center offers 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, Eberly's 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:

<https://www.cmu.edu/teaching/graduatestudentsupport/>

Graduate Student Assembly

<https://www.cmu.edu/stugov/gsa/>

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. GSA's recent accomplishments are a testament to their 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. GSA also maintains a website of graduate student resources on and off-campus. GSA continues to rely on student feedback to improve the graduate student experience at CMU. Feel free to contact them at gsa@cmu.edu to get involved, stop by their office in the Cohon University Center Room 304 or become a representative for your department.

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. 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.

Veterans and 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 urovaedbenefits@andrew.cmu.edu or 412-268-8747.

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, violations of university policy, or violations of law. Students, faculty and staff can anonymously file a report by calling 1-844-587-0793 or visiting <https://cmu.ethicspoint.com/>. All submissions are reported to appropriate university personnel and handled discreetly.

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>

Key Offices for Academic & Research Support

Computing and Information Resources

<https://www.cmu.edu/computing/>

Computing Services maintains and supports computing resources for the campus community, including the campus wired and wireless networks, printing, computer labs, file storage, email and software

catalog. As members of this community, we are all responsible for the security of these shared resources. Be sure to review the Safe Computing (<https://www.cmu.edu/computing/safe/>) section and the University Computing Policy (<https://www.cmu.edu/policies/information-technology/computing.html>)

Visit the Computing Services website (<https://www.cmu.edu/computing/>) to learn more. For assistance the Computing Services Help Center is available at 412-268-4357 (HELP) or ithelp@cmu.edu.

Student Academic Success Center

<https://www.cmu.edu/student-success/>

The Student Academic Success Center's (SASC) work to support success focuses on creating spaces for students to engage in their coursework and approach to learning through many group and individual program options. SASC supports student success by providing academic coaching, subject-specific tutoring, effective communication strategies, accommodations for students with disabilities, and language support for multilingual learners. SASC engages with faculty and staff to improve the coordination and professional development for academic advisors. Visit the SASC website for more information about services offered in areas such as communication and language support; language and cross-cultural support; and learning support.

University Libraries

<https://www.library.cmu.edu/>

The University Libraries offers a wide range of information, resources, and services supporting graduate students in coursework, research, teaching, and publishing. The library licenses and purchases books, journals, media, and other needed materials in various formats. Library liaisons, consultants, and information specialists provide in-depth and professional assistance and advice in all-things information, including:

- Locating and obtaining specific resources
- Providing specialized research support
- Advanced training in the use and management of data

Sign up for workshops and hands-on topic-specific sessions such as data visualization with Tableau, cleaning data with OpenRefine, and getting started with Zotero. Weekly drop-in hours for Digital Humanities and for Research Data Research Management are scheduled during the academic year. Start at the library home page to find the books, journals, and databases you need; to identify and reach out to the library liaison in your field; to sign up for scheduled workshops; and to connect with consultants in scholarly publishing, research data management, and digital humanities.

Research at CMU

<https://www.cmu.edu/research/>

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 are found by visiting the Research at Carnegie Mellon website.

Office of Research Integrity & Compliance

<https://www.cmu.edu/research-compliance/>

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, and institutional animal care & use. ORIC also provides consultation, advice, and review of allegations of research misconduct.

Key Offices for Health, Wellness & Safety

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.

Health Services

<https://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.

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.

Religious and Spiritual Life Initiatives (RSLI)

<https://www.cmu.edu/wellbeing/resources/religious-spiritual/index.html>

Carnegie Mellon is committed to the holistic growth of our students, including creating opportunities for

spiritual and religious practice and exploration. RSLI has relationships with local houses of worship from various traditions and many of these groups are members of CMU's Council of Religious Advisors. They 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. RSLI staff are available 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.

University Police

<https://www.cmu.edu/police/>

x2323

The University Police Department is located at 4551 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. The report also contains 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 [x2323](tel:x2323). The annual security and fire safety report is also available online at:

<https://www.cmu.edu/police/annualreports/>

Shuttle and Escort Services

<https://www.cmu.edu/parking/transport/>

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.

The WORD

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

The WORD is Carnegie Mellon University's online student handbook and serves as the foundation for the department (and sometimes college) handbook. The WORD contains university-wide academic policy information and resources, community policies and resources, and describes the university level procedures used to review possible violations of these standards. 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. Graduate students are encouraged to bookmark this site and refer to it often. University policies can also be found in full text at: <https://www.cmu.edu/policies/>.