

Welcome!

Carnegie Mellon's reputation is based on many attributes: an outstanding faculty, the fine quality of its graduate and undergraduate students and its state-of-the-art research. Graduate Student researchers consistently present innovative ideas to the faculty; graduate student teachers implement original ways to motivate and challenge undergraduates. In short, graduate students at Carnegie Mellon bring valuable intellectual abilities to our campus and a creative approach to problem-solving that helps to sustain an intellectually exciting academic community.

In turn, the roles of a graduate student at Carnegie Mellon can be demanding, diverse and invigorating all at the same time. Those new to the university and to the challenges of graduate school must make significant transitions in their lifestyles, approach to academic pursuits and support systems. Those who are continuing graduate students must balance multiple roles as students, teaching assistants, researchers and members of a campus community that is internationally noted for its excellence and contributions to various fields.

This Graduate Student Handbook is designed to aid you in understanding the academic climate at Carnegie Mellon and assist you in navigating other areas of interest to graduate students, such as housing, financial issues, and campus and local services. In addition to this resource, you should become familiar with your academic department's handbook, which contains policies and material specific to that department.

The Graduate Student Assembly (GSA), the Office of the Assistant Vice Provost for Graduate Education (AVPGE), the Graduate Support Programs Office (GPO) and Student Affairs can also be helpful in solving problems, answering questions and providing support. We are interested in assisting with your individual needs, as well as working to assure that the graduate population is integrated into the broader campus community. We strongly encourage you to watch for opportunities for connections. Subscribe to the GSA bulletin boards, attend GSA social events, attend the seminars, workshops and dinners provided by the GPO and be alert to the broader intellectual and professional resources available to you here on campus and in the Pittsburgh community.

We'll see you there!



Renee Camerlengo
Director of Special Programs, Office of Student Affairs



Nancy Klancher
Director, Graduate Support Programs Office



Suzie Laurich-McIntyre
Assistant Vice Provost for Graduate Education

Welcome Students!

As president of the Graduate Student Assembly (GSA), I welcome you to Carnegie Mellon University. Carnegie Mellon, where each of you are in a graduate program to be proud of, part of an occasionally tight-knit and always interesting campus, and a part of the city of Pittsburgh which will break many of the expectations you already carry. Over the course of your degree, I hope you will find enjoyment in all of this and we, the GSA, hope to only add to your experiences.

The GSA is the graduate legislative branch of student government at Carnegie Mellon. Your fellow graduate students are here to represent your interests at Carnegie Mellon, and to work to improve every aspect of graduate life. GSA sponsors social events, works with the administration to address graduate student concerns, organizes volunteer efforts in the larger community, and in general provides a voice for graduate students on campus. There is at least one GSA representative in every department. Find out who your representatives are and then tell them what they should be doing for you. Complain to them. Throw questions at them. Ask them for help with finding an apartment or just a bar for Friday night. And when you are ready to step up, come find out how you can help us, by simply volunteering at an event or becoming a representative yourself.

There are many resources available to graduate students here at Carnegie Mellon. This book (and its online counterpart) is a good place to start when you need information. Flip through it to get an idea of what it contains, and when you later suddenly need it, but can't find it—the most important resource at your fingertips will be the GSA Web site, which we are currently working on and it is now way better. (www.cmu.edu/gsa). Also, don't forget to sign-up for the d-lists that GSA manages: [gsa-happenings](#), [gsa-opportunities](#), and [gsa-announcements](#) (check the Computing Services Web site for instructions on signing up for listservs on campus).

The GSA is always looking for new ideas, new people and new programs. Do come by and introduce yourself at one of the GSA happy hours that take place or any of our other events. Or, if you have questions or concerns, don't hesitate to address them to us at gsa-president@andrew.cmu.edu. We are here to listen to you and to address those concerns or bring them to people who can.



Patrick Gage Kelley
GSA President

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 acknowledgement 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.

Carnegie Mellon's Vision Mission and Values

VISION

Carnegie Mellon will be a leader among educational institutions by building on its traditions of innovation, problem-solving and interdisciplinary collaboration to meet the changing needs of society.

OUR MISSION

- To create and disseminate knowledge and art through research and artistic expression, teaching and learning; and to transfer intellectual products to society.
- To serve our students by teaching them problem-solving, leadership and teamwork skills, and the values of a commitment to quality, ethical behavior, society and respect for one another.
- To pursue the advantages provided by a diverse and relatively small university community, open to the exchange of ideas, where discovery, creativity, and personal and professional development can flourish.

OUR VALUES & TRADITIONS

LEADERSHIP

We lead through innovation and excellence; we establish new directions by talent and example, influencing the behavior of other institutions.

INNOVATION

We identify challenges and opportunities presented by evolving human needs, new research methods and technologies and promptly assemble the talent and resources needed to exploit them. Our innovative capability is one of the foundations upon which our leadership capacity is built.

TRANSCENDING DISCIPLINARY BOUNDARIES

We function seamlessly and transcend traditional disciplinary boundaries to our comparative advantage.

RESPONSIBILITY TO SOCIETY

We serve society through transfer of technology, continuing education programs, public service and enrichment of the community through the arts.

LEARNING

We build on our heritage of the Carnegie Plan to become a leading institution that combines first-rate research with outstanding undergraduate education through our focus on learning and problem-solving.

DEDICATION TO OUR WORK

Our students, staff and faculty are committed to our heritage emblazoned on our seal: "My Heart is in the Work."

COMMITMENT TO QUALITY

We focus our energies on understanding the needs of the communities we serve while applying principles of self-evaluation, benchmarking and continuous improvement to fulfill these needs.

<http://www.cmu.edu/president/>

Goals, Rights and Responsibilities at Carnegie Mellon

Originally adopted February 15, 1971

EDUCATIONAL GOALS

Carnegie Mellon is a private university incorporated under the laws of the Commonwealth of Pennsylvania. Its first purpose, as stated in its Articles of Incorporation, is:

“...the establishment and maintenance in the City of Pittsburgh of a coeducational university of higher education, including an institute of technology, emphasizing liberal-professional education and specializing in teaching and research programs in selected areas of importance to the community and to the nation.”

More specifically, Carnegie Mellon seeks to provide education of the highest quality so that all students will be prepared to achieve their potential as professional persons and as thoughtful, well-informed individuals. In addition, the university encourages and supports scholarship, research and artistic production, both as essential components of its educational program and in fulfillment of the special role of an academic institution as a source of new knowledge and understanding. Through scholarship, research and the men and women it educates, the university contributes to social progress.

As a private university, Carnegie Mellon is free to set its own measures of excellence and to determine its own educational objectives. By carefully exercising the freedom to select limited areas for university effort, it can preserve its ability to be innovative and creative in response to the changing needs of society. In order to maintain this independence and flexibility, Carnegie Mellon depends upon the voluntary support of the society which it serves. It depends especially for its funds upon students and their families, alumni, trustees, foundations, corporations, government and friends. Thus, it is of the utmost importance that the goals of the university be clear and that the standards and procedures for the conduct of its affairs be well understood by all of its constituents, both on and off campus. These appear in detail in the duly promulgated regulations of the university, particularly in the catalogs, The Word, the Graduate Student Handbook and the Faculty Handbook.

ACADEMIC AND INDIVIDUAL FREEDOM

Within the academic community, trustees, administrators, faculty, students and staff share the responsibility for achievement of the goals of the university. Responsibilities specific to various groups are discussed in the sections which follow. Especially important, however, are the responsibilities pertaining to academic and individual freedom. An academic community is uniquely suited to its educational and scholarly purposes primarily because of its firm commitment to intellectual honesty, freedom of inquiry and expression, respect for the dignity of each individual and because of its receptiveness to constructive change.

The commitment to academic and individual freedom carries with it major responsibilities for all members of the university. In exercising their own freedoms, they must respect the rights of others. In seeking innovation, they must recognize that constructive change can be effected at a university only through orderly and rational processes. Intentional acts threatening personal safety, malicious destruction of property or willful and substantial disruption of university functions have no place in an academic community and will not be tolerated. It is the responsibility of all members of the academic community to maintain an atmosphere in which such violations of rights are unlikely to occur and to develop processes which assure the protection of these rights for all persons.

BOARD OF TRUSTEES

The trustees bear ultimate responsibility for the university, its policies, organization, financing and governance. Two direct responsibilities are the supervision of the university's finances and the appointment of the president as chief executive officer. The operating responsibilities and the authority to act are delegated to the president; and it is primarily through the president that the trustees monitor the university's activities.

ADMINISTRATION

The administrative officers are formally responsible for supervising the programs and enforcing the policies of the university, for assessing the effects of policy and for recommending improvements or changes where appropriate. The president is the chief executive officer of the university. In the operation of the university, the president delegates responsibility to provost, vice presidents, deans, directors and department heads and to various councils and committees, which may include faculty, students and staff.

It is the duty of the administrative officers of the university to maintain a campus climate which enhances the freedom of the faculty to teach, to engage in research and to take part in other scholarly and artistic activities, and the freedom of the students to learn and grow both inside and outside of the classroom. This means that all policies of the university must be administered effectively and in accord with the purposes and standards of the university and with due regard to the rights and privileges of all members of the university community. In setting and carrying out the university policies, it is important for administrative officers to maintain a close exchange of views with faculty and students, both individually and through the formally constituted committees and councils of the university.

Administrative officers share with the trustees the major responsibility for interpreting university policies and actions to the community at large. This responsibility requires that administrative officers interact with representatives of local, state and federal governments, of industry, foundations, and many other community groups in both formal and informal ways on the many matters of interest to the university's well-being.

FACULTY

The faculty has the primary responsibility for carrying out the educational and scholarly programs of the university.

All members of the faculty have the duty to conduct their courses in a manner consistent with the highest standards of their profession. Through the presentation of material in the classroom, they should strive to advance the art of teaching. One of the primary goals should be to instill in their students a desire to learn and an enthusiasm for the subject matter at hand. The faculty as a whole also has the major responsibility for establishing and maintaining curricula which meet the standards and fulfill the educational goals of the university.

A member of the faculty may express in the classroom his or her own opinions on matters relevant to his or her courses. In doing this, he or she must always respect the freedom of belief of the student. When dealing with controversial matters, he or she must take reasonable care in the selection and balanced presentation of material, and must try to make clear distinctions between statements of fact and opinion.

An important responsibility of each faculty member is to engage in research, scholarship, or artistic production, or otherwise to further his or her professional development. While the particular areas of university or personal commitment may change, continuing professional development should always remain as a distinguishing characteristic of the university and its faculty.

The faculty also has an important role to play in the interaction between the university and the community which it serves. In addition to conducting research and other professional activities, faculty members may participate like other citizens in community affairs. When they engage in non-university activities, faculty members are expected to make clear that they act as individuals and not as spokesmen for the university.

The Faculty Senate is responsible for conducting the affairs of the faculty as a body and for exercising those powers delegated to it by the president. It is the duty of the Senate to be alert and informed concerning matters involving instruction, scholarly or cultural activities, or any other matters pertaining to the general welfare of the faculty or of the academic community as a whole. By making known its views and recommendations concerning such matters, the Senate plays an important consultative role in the governance of the university.

STUDENTS

Carnegie Mellon, as a private university, selects from among its applicants those students who have demonstrated the qualifications for achieving professional competence in one of the fields in which the university offers instruction. Any student who meets its standards is welcome to apply for admission and, if admitted, to remain at the university so long as he or she abides by its rules.

Students are encouraged to take advantage of the resources provided by the university to further their academic and personal development. Each student is expected to meet the academic requirements of the university, and of the college and departments in which he or she studies and seeks to receive a degree. In turn, each student has the right to expect that the educational resources made available to him or her are of high quality. He or she is encouraged to participate constructively with the faculty and administration in many of those processes by which the university community maintains the excellence of its curricula and methods of instruction, and the viability of its total educational program.

The university sponsors certain extracurricular programs and makes provisions for various student governing bodies and other groups to sponsor a wide variety of lectures, social events and other activities. A student is encouraged to participate in such activities and has the right to engage in other activities in the community outside the university. Both kinds of activities may complement his or her academic program and promote his or her own personal development. In participating in non-university activities, students are expected to make clear that they act as individuals and not as spokesmen for the university.

The Student Government is responsible for conducting the affairs of the student body and for exercising those powers which are delegated to it by the president of the university. It is the duty of Student Government to represent the positions and attitudes of the student body, to bring these student opinions to the attention of the faculty and administration, and to seek additional areas of useful interaction. The Graduate Student Assembly, GSA, works to represent the ideas and interests of graduate students in the community.

ADVISORY BOARDS

Each academic department and school at Carnegie Mellon, as well as some non-academic units, has an advisory board whose purpose is to assist the department and the university more effectively to carry out their mission. An advisory board may use any appropriate means to achieve this purpose, important among which are evaluating the department's goals and directions and providing information and advice to the president, provost, deans and department heads.

Abbreviations & Acronyms at Carnegie Mellon

GENERAL

AH	Alumni House
BH	Baker Hall
BRH	Bramer House
DH	Doherty Hall
CFA	College of Fine Arts
CIC	Collaborative Innovation Center
CMARC	Carnegie Mellon Advising Resource Center
CMDS	Carnegie Mellon Dining Service
CMRI	Carnegie Mellon Research Institute
CYH	Cyert Hall
EDSH	Elliott Dunlap Smith Hall
FMSB	Facilities Management Services Building
FMR	Field and Mobile Robotics
G	Gym
GPO	Graduate Support Programs Office
HBH	Hamburg Hall
HH	Hamerschlag Hall
HL	Hunt Library
ICC	International Communication Center
ICES	Institute for Complex Engineered Systems
MG	Morewood Gardens
MI	Mellon Institute
MMC	Margaret Morrison Carnegie Hall
MMP	Margaret Morrison Plaza
NSH	Newell-Simon Hall
OIE	Office of International Education
PCA	Purnell Center for the Arts
PH	Porter Hall
PRB	Planetary Robotics Building
PUB	Printing & Publications
REH	Roberts Engineering Hall
RH	Resnik Hall
ROTC	Reserve Officers Training Corps
SEI	Software Engineering Institute
SH	Scaife Hall
UC	University Center
WEH	Wean Hall
WH	Warner Hall
WHIT	Whitfield Hall
WW	West Wing

PEOPLE

CA	Community Advisor
CCon	Computer Consultant
CR	Graduate Coordinator
RA	Research Assistant
TA	Teaching Assistant

MAJORS & COLLEGES

BA	Business Administration
BHA	Bachelor of Humanities & Arts
BME	Biomedical Engineering
CHE	Chemical Engineering
CEE	Civil and Environmental Engineering
CIT	Carnegie Institute of Technology
CFA	College of Fine Arts
CS	Computer Science
ECO	Economics
ECE	Electrical & Computer Engineering
EPP	Engineering & Public Policy
GSIA	Grad. School of Industrial Admin.
HCI	Human-Computer Interaction
H&SS	Humanities & Social Sciences
HEINZ	Heinz School
IDS	Information & Decision Systems
INI	Information Networking Institute
LCS	Literary & Cultural Studies
LTI	Language Technologies Institute
MCS	Mellon College of Science
MEG	Mechanical Engineering
MSE	Materials Science & Engineering
PPM	Public Policy & Management
SCS	School of Computer Science
SDS	Social & Decision Sciences
TPR	Tepper School of Business

PHRASES & OTHERS

ASAP	as soon as possible
Bboard	electronic bulletin board
BTW	by the way
CSW	Computing Skills Workshop
D-list	email distribution list
FYI	for your information
IM	Intramurals (sports)
IMO	in my opinion
LIS	Library Information System
PDQ	pretty darn quick
QPA	Quality Point Average
SURG	Small Undergrad. Research Grant
TTFN	ta ta for now
WWW	World Wide Web

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Academic Life

Carnegie Mellon is proud to attract outstanding graduate students from around the world. As a university, we are committed to providing high quality services to assist in every stage of a student's academic career. It is a priority at Carnegie Mellon to learn what graduate students need and how the university can best respond to those needs. We look forward to working with you to make your time with us as productive and successful as possible.

Graduate students receive most of their academic support from their respective academic departments and colleges, where faculty members, staff and administrators are available to help you successfully negotiate your career at Carnegie Mellon. Departments and colleges provide graduate students with handbooks that contain detailed information about policies and standards.

The university offers a wide variety of support programs and provides standard policies. This Graduate Student Handbook summarizes many of these programs.

It is also common for students to meet with deans and department heads, the assistant vice provost for graduate education, the vice president for enrollment and the provost. Top administrators want to hear from their students. Take advantage of the opportunity to get to know them.

Academic Advising

WHOM TO CONTACT FOR ASSISTANCE

COLLEGE & DEPARTMENT CONTACTS

CARNEGIE INSTITUTE OF TECHNOLOGY

Dean: Pradeep K. Khosla
Contact: David Dzombak
Associate Dean
BP107B; x8-2946
dzombak@cmu.edu

Biomedical Engineering

Head: Yu-Li Wang
Contact: R. Hilda Diamond
Associate Head
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hd01@andrew.cmu.edu

Chemical Engineering

Head: Andrew Gellman
Contact: Cindy Vicker
Business Coordinator
DH 1101; x8-2230
cp32@andrew.cmu.edu

Civil and Environmental Engineering

Head: James H. Garrett, Jr.
Contact: Maxine Leffard,
Graduate Program Administrator
PH 118M; x8-5673
leffard@andrew.cmu.edu

Electrical and Computer Engineering

Head: Ed Schlesinger
Contact: Elaine Lawrence
Assistant for Graduate Studies
HH1115; x8-3200
elaine@ece.cmu.edu

Engineering and Public Policy

Head: Granger Morgan
Contact: Mitchell Small
Associate Department Head
for Graduate Affairs
PH 123D; x8-8782
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Victoria Finney
Graduate Program Administrator
BH 129J; x8-1462
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Information Networking Institute

Head: Dena Haritos Tsamitis
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Director of Career Services and
External Relations
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Materials Science and Engineering

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Graduate Coordinator
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Head: Nadine Aubry
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Dean: Hilary Robinson
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Architecture

Head: Stephen R. Lee
Interim School Head

Contact: Darlene Covington-Davis
Graduate Program Coordinator
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Art

Head: John Carson

Contact: Keni Green
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Design

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Interim School Head

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Drama

Head: Richard Block
Interim School Head

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HEINZ SCHOOL

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Brenda Peyser
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Master of Science in Public Policy and Management
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HUMANITIES AND SOCIAL SCIENCES

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English

Head: David Kaufer

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Contact: David W. Miller
Director of Graduate Studies
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Philosophy**Head:** Richard Scheines**Contact:** Jan Puhl*Graduate Program Coordinator
BH 135A; x8-8569; x8-8571
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William Hrusa

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WeH 7319; x8-2849
heh@andrew.cmu.edu***Computational Analysis of Social & Organizational Systems****Contact:** Kathleen M. Carley, *Director**WH 1323; x8-6016
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Curtis Meyer

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Institute*

Robert Frederking

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Computer Science Graduate Program

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HUMAN-COMPUTER INTERACTION INSTITUTE

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**INSTITUTE FOR SOFTWARE RESEARCH,
INTERNATIONAL**

Director: Bill Scherlis
Contact: Connie Herold
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ROBOTICS INSTITUTE

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M.S. Program

Chair: Illah Nourbakhsh
NSH 3115; x8-2007
illah@ri.cmu.edu

Contact: Suzanne Lyons Muth
Graduate Student Programs Manager
EDSH 208; x8-3733
lyonsmuth@cmu.edu

MACHINE LEARNING DEPARTMENT

Director: Tom Mitchell
Contact: Diane Stidle
Graduate Programs Manager
WEH 4609; x8-1299
Diane+@cs.cmu.edu

TEPPER SCHOOL OF BUSINESS

Dean: Kenneth B. Dunn
Contact: Wendy Hermann
Director of Student Services
GSIA 110E; x8-2280
hermann@andrew.cmu.edu

Contact: Vickie Motz
Associate Director, Academic Planning
GSIA 110D; x8-1322
vmotz@cmu.edu

CARNEGIE MELLON SILICON VALLEY

Dean: Jim Morris
Associate Deans: Martin Griss, Diane Dimeff
Contact: Gerry Panelo
Director of Student Affairs
CMU Silicon Valley; 650-335-2846
gerry.panelo@west.cmu.edu

UNIVERSITY LEVEL PROGRAMS

Entertainment Technology
Executive Producer: Don Marinelli
Director: Adelaide
 John Buchanan
Director: Pittsburgh
 Drew Davidson
Contact: Rebecca Lombardi
Program Coordinator
412-268-5791
www.etc.cmu.edu/about/contactus.html

UNIVERSITY CONTACTS

Mark S. Kamlet, *Provost*
WH 607; x8-6684
kamlet@cmu.edu

Suzie Laurich-McIntyre, *Assistant Vice Provost
for Graduate Education*
WH 533; x8-7307
suzannel@andrew.cmu.edu

Academic Resources

ASSISTANT VICE PROVOST FOR GRADUATE EDUCATION

Suzie Laurich-McIntyre, *Assistant Vice Provost*
WH 533; x8-7307
slaurichmcintyre@cmu.edu, grad-ed@cmu.edu

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

GRADUATE SUPPORT PROGRAMS OFFICE

Nancy Klancher, Director

WH 527 G; x8-7970

<http://education.andrew.cmu.edu/graduateprograms>

ACADEMIC AND PROFESSIONAL DEVELOPMENT SEMINARS AND WORKSHOPS

The Graduate Support Programs Office offers academically focused seminars and workshops that advise, empower and help retain all graduate students, particularly graduate students of color and women in the science and technical fields. The fundamental goals of our programs have been constant for more than 15 years: first, to support, advise and guide individual graduate students as they work to complete their degrees; second, to contribute to the greatest degree possible to the diversification of the academy. This has best been accomplished by guiding graduate students through crisis points in their graduate careers, teaching them best strategies for success now and when they leave, and providing opportunities for interdisciplinary connections, peer and faculty mentoring, and community.

Programs include: The Professional Development Seminar Series, the Doctoral Career Paths Seminars, Graduate Women's Gatherings, Inter-University Student of Color Dinner/Speaker Series, Summer Professional Development Workshops for Doctoral Students, MentorNet (electronic mentoring program for diversity in science and engineering), Graduate Small project Help (GuSH) and G.S.A. Graduate Student Conference Funding.

PROFESSIONAL DEVELOPMENT SEMINAR SERIES

Carnegie Mellon's graduate students need to develop multiple employment options, fungible skills, and focused, holistic self-knowledge. The Professional Development Seminar Series supports this process through a series of seminars in business, management and communications skills geared to better prepare our graduate students for successful careers in academic, corporate, public and research sectors. Students are exposed to a range of professional skills they will need to excel in future leading, mentoring, teaching, financial, and management roles. The seminars provide graduate students with a practical knowledge of basic professional skill sets.

DOCTORAL CAREER PATHS SEMINARS

The Doctoral Career Paths seminars are an outgrowth of the more broadly focused Professional Development Seminar Series. They are panels of Ph.D.s from a range of disciplines who have pursued a variety of careers. The 2008-09 series will cover a broad range of possible career trajectories for Ph.D.s, from multiple academic tracks to large multinational corporate careers to careers in small companies, nonprofit, and/or government organizations. Panelists describe their careers, the bases for their career decisions along the way, and the outcomes. These personal histories are a vivid way to illustrate what various career options are like, day to day and over time, in terms of culture, professional norms, and career benchmarks. The goal of the Doctoral Career Paths seminars is to help doctoral students focus their career ambitions.

GRADUATE WOMEN GATHERINGS

The Graduate Women's Gatherings are luncheons that focus on issues of particular concern to graduate women. Women in academia face distinct challenges. This is particularly true for women in the sciences and technical fields, where they have been, and remain, under-represented. The Graduate Women's Gatherings are designed to address graduate women's issues. The gatherings alternate between seminar talks, interactive workshops, and networking lunches. Women faculty, administrators, and students share stories about succeeding in academia. Programs provide an opportunity for all women graduate students, postdoctoral fellows, administrators and faculty members to share ideas and experiences on topics ranging from professional collaboration to relationship with advisors to negotiation.

INTERUNIVERSITY GRADUATE STUDENT OF COLOR DINNER/ SPEAKER SERIES

Students of color face unique challenges and bring invaluable experiences and perspectives to Carnegie Mellon. A series of interuniversity dinners, co-sponsored with the University of Pittsburgh and Duquesne University seeks to sustain graduate students of color at all three institutions. Visiting speakers of color—most of whom are faculty, students, or alumni/ae from the three sponsoring universities—share insights and provide mentoring. Students are encouraged to build broad support networks.

SUMMER PROFESSIONAL DEVELOPMENT WORKSHOPS FOR DOCTORAL STUDENTS

"Get Your Act Together" is a short, focused set of workshops aimed at Ph.D. students poised to go on the academic job market. The goal is to provide the structure, motivation, faculty support, and peer input to get job search materials together and ready for immediate use, either to send out, or to discuss with the primary doctoral advisor. The workshops are small and organized broadly by discipline.

MENTORNET

MentorNet is a national program that provides electronic mentoring by scientific and technical professionals in industry and the academy to minority and women graduate students studying engineering and related sciences. For more information, visit the MentorNet Web site at www.MentorNet.net or contact Nancy Klancher, the university representative for Carnegie Mellon.

TEACHING SUPPORT

Eberly Center for Teaching Excellence

Cyert Hall 125, x8-2896

Susan Ambrose, Director & Associate Provost for Education

Contact: Michele DiPietro, Associate Director for Graduate Student Support

Cyert 108; x8-1287; dipietro@andrew.cmu.edu

www.cmu.edu/teaching

Support for graduate students who are or will be teaching is provided in many departments and centrally by the Eberly Center for Teaching Excellence. The Eberly Center offers activities for current and prospective teaching assistants as well as any graduate students who wish to prepare for the teaching component of an academic career. The Center also assists departments in creating and conducting programs to meet the specific needs of students in their programs.

SEMINARS ON TEACHING

The Eberly Center seminars for graduate students are typically two hours long, incorporate both theory and specific teaching strategies, use examples from various disciplines and promote discussion among the participants. To facilitate discussion, each session is limited to 20 participants so early pre-registration is encouraged. The current schedules are posted to the electronic bulletin boards and the Center's Web site (www.cmu.edu/teaching) in August, January and May. For additional information or to pre-register, go to the Web site or contact Michelle Pierson at x8-2896 or mg2e@andrew.cmu.edu.

FEEDBACK AND CONSULTATIONS

The Eberly Center offers TAs and graduate student instructors the opportunity to receive feedback on their teaching from classroom observations, videotaping, or early evaluation consultations. A group of experienced and effective TAs from diverse academic backgrounds have received training in observation and consultation skills and are available to give feedback to TAs. Interested TAs should contact Michele DiPietro, preferably in the first few weeks of a course because detailed feedback will be most valuable early in the semester. Graduate students can also contact the Center to discuss any concerns about teaching a particular class or to get feedback on drafts of course materials.

COURSE ON COLLEGE AND UNIVERSITY TEACHING

The Eberly Center offers 99-701 "College and University Teaching," a for-credit, 6-unit, pass/fail course for graduate students interested in developing their teaching skills in preparation for an academic career. The course meets every other week for a semester, and is capped at 12 students to maximize engagement and individual attention. Topics include both planning and implementation of instructional units, and students will practice developing instructional materials and teaching content.

DOCUMENTATION OF TEACHING DEVELOPMENT

The Eberly Center offers a series of learning activities designed to prepare graduate students who are interested in academic careers involving teaching so that they can be more effective, confident and efficient as new professors. Successful completion of the activities leads to a letter documenting your development as a teacher. Detailed information about how to pursue this documentation is available on request. Also, a Teaching Development Transcript is available to document substantial teaching improvement efforts whether or not the Documentation program is completed.

COLLECTED WISDOM: STRATEGIES AND RESOURCES FOR TAs

Drawing on the knowledge of experienced Carnegie Mellon teaching assistants, the Eberly Center offers a book of teaching strategies relevant to TAs in many different roles. The book will be distributed at departmental TA orientations and is available to Carnegie Mellon graduate students on request. To obtain a copy, contact Michelle Pierson at x8-2896 or mg2e@andrew.cmu.edu.

TEACHING PORTFOLIO WORKING GROUP

The Eberly Center offers assistance to those students who are in the process of assembling their teaching portfolio. This tool will be especially useful to those preparing for the job market in a teaching position, or to those who wish to engage in an ongoing reflection on their teaching. In the working group, TAs work together to draft and refine their teaching philosophy and select relevant evidence, and get valuable feedback from each other and from the Eberly Center staff. Interested TAs should contact Michele DiPietro.

MONTHLY READING AND DISCUSSION GROUP

The center facilitates a monthly reading/discussion group to address special topics in teaching and higher education. Participants are involved in selecting readings and are responsible for leading many of the discussions. The group also serves as a forum for discussing different types of academic careers, especially careers with significant teaching responsibility. Students interested in participating should contact Michele DiPietro.

INTERCULTURAL COMMUNICATION CENTER

Peggy Allen Heidish, Director

WH 308; x8-4979

eslhelp@andrew.cmu.edu

www.cmu.edu/icc/

The Intercultural Communication Center (ICC) offers language support and cross-cultural training to help all students who are non-native English speakers succeed in their academic programs. The ICC also helps teaching assistants who are non-native English speakers develop the fluency and cultural understanding to teach successfully at Carnegie Mellon.

The program is highly individualized and allows students to receive the maximum amount of training in a minimum amount of time. The ICC offers individual appointments both for spoken language practice and writing skills development. In addition, there is a wide variety of classes and non-credit workshops offered each semester.

The ICC also offers two types of language assessments: a placement interview to evaluate students' spoken language so that we can recommend the most appropriate ICC work, and the International Teaching Assistant (ITA) Test, required by Carnegie Mellon policy and Pennsylvania law for all students who are non-native English speakers before they can work as TAs.

For more information, visit our Web site at www.cmu.edu/icc/.

COMPUTING SERVICES

Joel Smith, Vice Provost

Cyert Hall 283

www.cmu.edu/computing/

The Computing Services division develops, maintains and supports the computing, instructional technology and telecommunications resources for the students, faculty and staff of Carnegie Mellon. The division maintains the campus wired and wireless network, public computer clusters, and a computer repair shop. They are also responsible for system software development and cable TV and telephone services, such as voice mail and long distance. Computing Services also installs and maintains the audio/video equipment in most of the academic classrooms.

THE "ANDREW" NETWORK

The campus-wide network, dubbed "Andrew" for benefactors Andrew Carnegie and Andrew Mellon, provides high-speed data connections that reach into every residence hall and campus office. In 2001, Carnegie Mellon became the first university to offer a wireless network that encompasses all campus buildings and key outdoor areas. Today, the network is comprised of more than 20,000 personal computers, workstations, and servers and more than 17,000 wireless connections. The 2005 *Princeton Review* survey named Carnegie Mellon among the twenty-five "Most Connected Campuses" offering cutting-edge technology.

THE HELP CENTER

Cyert Hall 119, 412-268-HELP
www.cmu.edu/computing/support/

The Help Center staff answers questions related to computing and account issues at Carnegie Mellon. Consultants are available weekdays from 9:00 a.m. to 5:00 p.m. by phone, in person, or by sending email to advisor@andrew.cmu.edu.

COMPUTING CLUSTERS

412-268-8776
www.cmu.edu/computing/clusters/

Clusters Services provides 400 UNIX, Macintosh, and IBM-compatible computers in seven public computer labs known as “clusters.” Most clusters are open 24 hours per day when classes are in session and have a consultant on duty to answer basic computing questions. In conjunction with the College of Fine Arts, Cluster Services also operates the Multimedia Studio located in the College of Fine Arts Building. The Multimedia Studio provides students with the multimedia digital equipment for digital video, animation, and computer modeling, digital imaging, digital sound recording, music composition, and large format color printing.

THE CARNEGIE MELLON WEB PORTAL

<http://my.cmu.edu/>

The university’s web portal offers easy and secure access to a variety of information and services. Through the portal’s “My Accounts” tab, campus affiliates can change their Andrew password, set mail forwarding or check their Plaid Ca\$h balance. Campus volume licensed software can also be downloaded at no charge from the Software link.

TELECOMMUNICATIONS

Bramer House, 412-268-8500
www.cmu.edu/computing/telecom

Telecommunications provides telephone services to students, faculty and staff including lines, equipment, maintenance, voice mail and long distance. Telecommunications also manages the university’s cable TV services.

INFORMATION SECURITY OFFICE

Cyert Hall, 412-268-8776
www.cmu.edu/computing/security/

The Computing Services Information Security Office (ISO) ensures the safety and security of the campus commuting environment. The office maintains a web presence that offers links to security downloads and patches to secure your computer.

POLICIES AND GUIDELINES

The Carnegie Mellon Computing Policy establishes general rules for the use of computing, telephone and information resources. The policy is supported by a number of guidelines. All campus affiliates own the responsibility to read and be familiar with the policy and guideline statements available at www.cmu.edu/computing/documentation/index_policies.html

MORE INFORMATION ON THE WEB...

Computing Services web site: www.cmu.edu/computing
Computing documentation collection: www.cmu.edu/computing/documentation/
Information for new students: www.cmu.edu/computing/freshstart/

UNIVERSITY LIBRARIES

Gloriana St. Clair, Dean of University Libraries

Office: Hunt Library, 412-268-2447

For information: huntref@andrew.cmu.edu, 412-268-2442

Library home page: www.library.cmu.edu

The University Libraries acquire materials and online resources specifically to support teaching and research at Carnegie Mellon. Librarians meet with classes and provide expert one-on-one information services for students, faculty and staff at the university.

Electronic course reserves, databases, and journals make it possible for you to access information at any hour without even setting foot in a library building. Many library services, such as reference, circulation and interlibrary loan, are also available on-line. Login with your Andrew ID or, if you are off campus, use **remote access** www.library.cmu.edu/Services/remote.html through the university's VPN (**Virtual Private Network** www.cmu.edu/computing/documentation/VPN). However, keep in mind that many useful materials are available only in paper, in the library.

We hope you will experience the library as a partner and a refuge in your graduate years. Whether you are getting research help from a real person, relaxing with an extracurricular book or video, or talking with friends over coffee in the Maggie Murph Café in Hunt Library.

There are group study rooms in Engineering and Science and Hunt Libraries, and a MetroNaps® EnergyPod in the Maggie Murph Café.

LIBRARY FACILITIES

- **Engineering and Science Library**, Wean Hall, 4th floor, 412-268-7217 (circulation desk)
Serves the Carnegie Institute of Technology, the Mellon College of Science, the School of Computer Science and the Robotics Institute. Subjects include engineering, mathematics, physics, computer science and robotics.
- **Hunt Library**, 412-268-2444 (circulation desk)
Serves the College of Fine Arts, the College of Humanities and Social Sciences, the Tepper School and the H. John Heinz III School of Public Policy and Management. Subjects include humanities, arts, social sciences and business.
- **Mellon Institute Library**, Mellon Institute, 4th floor, 412-268-3171 (office)
Serves the departments of Chemistry and Biological Sciences. Subjects include chemistry, biochemistry, biology, environmental sciences and industrial health.

HOURS

- **Library Hours**, www.library.cmu.edu/Libraries/hours.html
Facility hours, department service hours and department contact information.

NEARBY PARTNER LIBRARIES

- **Carnegie Library of Pittsburgh**, www.carnegielibrary.org, 4000 Forbes Avenue, 412-622-3131
Public library. Extensive collections in art, literature, music, Pennsylvania history, science, and technology.
- **University of Pittsburgh Libraries**, www.pitt.edu/libraries.html, Hillman Library, 412-648-7700
All of the University of Pittsburgh Libraries are open to Carnegie Mellon students, and you may borrow from most of them (except Fine Arts, Law, Nursing, and Western Psych libraries). The main library, Hillman Library, is located on Forbes Avenue.

ACCESS TO INFORMATION

- **Cameo**, <http://cameo.library.cmu.edu>
The library catalog gives information about Carnegie Mellon library collections—books, journals, technical reports, government documents, music scores, slides, videos and other materials. Library catalog records indicate whether items are checked out, on reserve, or available to be borrowed. TIP: Don't find what you need? Click Not in Cameo? to check EZ-Borrow http://palci.library.pitt.edu/~ursa/CMU_login.html and have books sent to Carnegie Mellon.
- **Other Library Catalogs**, www.library.cmu.edu/Search/DB_CATA.html include local, national and international listings. TIP: You can obtain library cards and borrow directly from University of Pittsburgh Library System and The Carnegie Library of Pittsburgh.

- **Databases**, www.library.cmu.edu/Search/AZ.html provide the citations you need to locate articles, and sometimes link to articles in full text. TIP: Click the GET IT icon to view all options for obtaining the item, including full text if it is available in any online resource.
- **e-Journals A-Z**, <http://sfx.library.cmu.edu> is an aggregated list of full text journals available online (search by title or subject),

SPECIALIZED COLLECTIONS & FACILITIES

- **Architecture Archives**, www.library.cmu.edu/Research/ArchArch/, Hunt Library 4th floor
Drawings, blueprints, photographs, specifications, and other source materials document regional architecture.
- **Computer Science Archives:**
 - **Envisioning Robotics**, <http://diva.library.cmu.edu/Kanade> (Takeo Kanade Collection exhibit)
Full text. Dr. Kanade's work at Carnegie Mellon continues to advance computer vision, multi media, autonomous mobile robotics, and sensors.
 - **Allen Newell Collection**, <http://diva.library.cmu.edu/Newell>
Full text. Dr. Newell pioneered the study of artificial intelligence, designing computer architectures and program languages modeled on human problem-solving behaviors. He was an expert in experimental cognitive psychology.
 - **Herbert Simon Collection**, <http://diva.library.cmu.edu/Simon>
Full text. Dr. Simon's career encompassed artificial intelligence, psychology, administration and economics. He received the A.M. Turing Award for his work in computer science (1975) and was awarded the Nobel Prize in Economic Science (1978).
 - **Joseph F. Traub Collection**, <http://diva.library.cmu.edu/Traub>
Full text. Dr. Traub advanced the study of information-based complexity and is now focused on quantum computing.
- **H. John Heinz III Archives**, <http://diva.library.cmu.edu/HELIOS>
Full text. Mr. Heinz's work on retirement and aging, health care, international trade and finance, and environmental issues.
- **Hunt Institute for Botanical Documentation**, <http://huntbot.andrew.cmu.edu/HIBD>, Hunt Library 5th floor, 412-268-2434
Botanical art exhibit gallery and archival research collection for botany, taxonomy and related subjects. Botanical art exhibits.
- **Posner Center**, www.library.cmu.edu/Libraries/Posner; 412-268-7680
Fine and rare book exhibit gallery; executive meeting venue.
- **Posner Collection**, <http://posner.library.cmu.edu/Posner>
Full text. Fine and rare book collection. Strengths: History of science, literature and fine binding, and history and exploration.
- **SEI Library Software Engineering Institute**, 412-268-7733
Software engineering research collection.
- **Special Collections**, www.library.cmu.edu/Research/SpecialCollections, Hunt Library, 4th floor
Fine and rare book collection. Strengths: History of printing and graphic design, American and English literature of the 19th century, science fiction, artists' books.
- **Clifford Glenwood Shull Collection**, <http://diva.library.cmu.edu/Shull>
Full text. Dr. Shull, winner of the 1994 Nobel Prize in Physics, graduated from Carnegie Tech in 1937.
- **Swiss Poster Collection**, <http://swissposters.library.cmu.edu/Swiss>
Full text. Award-winning design, 1971 to present.
- **Video Collection**, www.library.cmu.edu/Services/Video
Classical and contemporary films, documentaries, plays and operas can be booked for classes or viewed in the library. FYI: A search in Cameo (Advanced Search: Select Limiting Options: Recreational DVDs) displays a complete list of student-selected popular films that you can check out. Recreational DVDs are located at the Hunt Library circulation desk.
- **University Archives**, www.library.cmu.edu/Research/Archives
Carnegie Mellon memorabilia and documents, everything from T-shirts and student publications to drama prompt books and the minutes of trustees' meetings.

RESEARCH HELP AND GUIDES

- **Ask A Librarian**
 - **Chat Reference**, www.library.cmu.edu/Research/ask.html#chat
Live chat Monday-Friday from 1-8 p.m. during the academic year.
 - **Email Reference**, www.library.cmu.edu/Research/ask.html#email
Get an answer no later than the next business day.
 - **Telephone Reference**, www.library.cmu.edu/Research/ask.html#ph
Get answers by phone during reference hours.
 - **In Person Reference**, www.library.cmu.edu/Research/ask.html#inperson
Drop by and talk with us during reference hours.
 - **Liaisons** www.library.cmu.edu/Services/sliaisons.html
Get help with complex reference questions from a subject specialist.
- **Research Help**
 - To get started with research, try **MetaLib**, <http://metalib.library.cmu.edu>.
 - For detailed online help, consult **Research Help guides** at www.library.cmu.edu.
 - For personal help at any level, **Ask A Librarian**, www.library.cmu.edu/Research/ask.html.

OTHER LIBRARY SERVICES

- **Borrow and Renew**, www.library.cmu.edu/Services/Borrow
 - You must present your Carnegie Mellon ID card to borrow items.
 - Graduate students can borrow most items for 60 days, with renewals allowed.
- **Cameo Services**, <http://cameo.library.cmu.edu>
 - **To access user services in Cameo**
 - Enter 9-digit Carnegie Mellon ID number without dashes; i.e., 835056971
 - Enter Andrew ID in uppercase without domain; i.e., JOAN [for joan@andrew.cmu.edu]
 - Your “Assigned PIN” is the last four digits of your 9-digit Carnegie Mellon ID number.
 - **User Self Service**
 - Review your library account (see what is checked out in your name)
 - Renew items (avoid fines)
 - Change your PIN (for library account security)
 - **Request**
 - Ask for a book that is checked out or in offsite storage
 - Request interlibrary loan
 - Place course reserves
 - Recommend library purchases
 - Update your address
- **Course Reserves** www.library.cmu.edu/Services/Reserves
- **Interlibrary Loan** www.library.cmu.edu/Services/ILL

POLICIES

- **Carnegie Mellon Dissertations and Theses**
 - All doctoral candidates and some master’s candidates must deposit copies of their dissertations and theses with the University Libraries. See Deposit PhD Dissertation www.library.cmu.edu/Libraries/Acquisitions/PhDDissertations.pdf and follow up with your department for details.
- **Computing Policy**, www.cmu.edu/policies/documents/Computing.htm (Carnegie Mellon)
- **Copyright Policy**, www.cmu.edu/policies/documents/Copyright.html (Carnegie Mellon)
- **Library Facilities Policies**
 - No smoking.
 - No food except in the Maggie Murph Café (Hunt Library).
 - Group study rooms are available in Engineering and Science and Hunt libraries on a first come/first served basis. Elsewhere in the library, group study is permitted except in areas designated for quiet study.
 - You must show photo ID if requested by staff or security.
 - You are responsible for the security of your personal belongings.
 - Turn off cell phones; make calls from designated areas only.
 - Backpacks, briefcases or other bags may be inspected as you exit.
 - Mutilation of library material is a disciplinary offense.
 - Theft of library material is a misdemeanor/felony.
 - Use of library material is protected by federal and state laws for individual privacy.

Curricular and Enrollment Information

STANDARDS FOR ACADEMIC AND CREATIVE LIFE

STUDENTS' RIGHTS

The primary right of students is to pursue their education so long as they maintain their eligibility to remain a member of the community by meeting its academic standards and so long as they observe the regulations imposed by the university for the governance of the academic community.

The second right of students is to be recognized as members of the student body, with all the privileges pursuant thereto as to use of physical plant, university services and facilities.

Every student has the constitutional rights and responsibilities of any citizen under the law. Conversely, a responsibility of any student is to respect these rights of any other member of the university community.

A student has the right to expect that academic and professional processes should be flexible and periodically open to review and to participate constructively with faculty and administration in those processes by which the university community maintains the excellence of the standards of its curriculum and methods of instruction and the viability of its total educational program.

The student has the right to recourse through the procedures outlined in this guidebook against unreasonable academic action.

PRIVACY RIGHTS OF STUDENTS

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

ANNUAL NOTIFICATION OF RIGHTS

It is the policy of Carnegie Mellon to notify graduate and undergraduate degree candidates, on an annual basis, of their rights under PRIVACY OF PARENTS AND STUDENTS, Section 438 of the General Educational Provisions Act, Title IV, of Public Law 90-247, as amended (Buckley Amendment). Copies of the policy statement may be obtained from www.cmu.edu/policies/documents/StPrivacy.html or The HUB, Warner Hall, Lower Level.

STUDENT REPORTS AND RECORDS

On August 21, 1974, Public Law 93-380, entitled "The General Education Provisions Act" became effective. The law provides for:

1. Inspection of records by a student;
2. The opportunity through a hearing for a student to challenge the content of the records;
3. The permission of the student for release of the records and for maintaining a record of all persons including the student, who inspect the file.

The university supports the intent of the law and to the best of its ability will provide the rights and privileges specified by the law.

CONFIDENTIALITY

Student records, both academic and personal, are confidential records to be released only to appropriate (as determined by Enrollment Services) faculty and administrative officers. Release of these records to other persons such as parents, other colleges, employers, prospective employers, governmental and legal agencies shall occur only upon approval of the student or graduate or upon subpoena.

MEMBERSHIP

No member of the staff of the Division of Student Affairs may maintain a file listing the members of student organizations unless requested to do so by the organization involved. Only the names of officers may be maintained in records of the division.

STUDENT DIRECTORY INFORMATION

Student directory information, used for the purpose of compiling campus directories, includes personally identifiable information that may be disclosed without your consent, unless you specifically request the university not to do so. Directory information is released annually to Alpha Phi Omega for publication in the C-Book, as well as individuals who request information for verification (such as loan agencies) or for educational purposes. Students who do not want their directory information disclosed must complete the Restriction Request form and return it to The HUB within the first 15 days of the semester in a given academic year. This form can be found at www.cmu.edu/hub/forms/ESG-DIR-RESTRICT.pdf.

Carnegie Mellon University has designated directory information to be:

- name, address, telephone number, e-mail address, date of birth, sex, marital status, date of graduation, degree(s) awarded.
- include the sport of participation, height and weight.

-Student's full name

For those students

ACADEMIC STANDARDS AND ACTIONS

Academic standards, actions and grading information for graduate students are obtainable through the particular department or college. Graduate students are advised to familiarize themselves with the applicable rules and regulations. **Academic integrity is considered the cornerstone of a student's academic career. As such, students should also become familiar with information on cheating, plagiarism and academic disciplinary actions in this guidebook.**

CHEATING AND PLAGIARISM

Students at Carnegie Mellon are engaged in preparation for professional activity of the highest standards. Each profession constrains its members with both ethical responsibilities and disciplinary limits. To assure the validity of the learning experience a university establishes clear standards for student work.

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

Cheating includes but is not necessarily limited to:

1. Plagiarism, explained below.
2. Submission of work that is not the student's own for papers, assignments or exams.
3. Submission or use of falsified data.
4. Theft of or unauthorized access to an exam.
5. Use of an alternate, stand-in or proxy during an examination.
6. Use of unauthorized material including textbooks, notes or computer programs in the preparation of an assignment or during an examination.
7. Supplying or communicating in any way unauthorized information to another student for the preparation of an assignment or during an examination.
8. Collaboration in the preparation of an assignment. Unless specifically permitted or required by the instructor, collaboration will usually be viewed by the university as cheating. Each student, therefore, is responsible for understanding the policies of the department offering any course as they refer to the amount of help and collaboration permitted in preparation of assignments.
9. Submission of the same work for credit in two courses without obtaining the permission of the instructors beforehand.

Plagiarism includes, but is not limited to, failure to indicate the source with quotation marks or footnotes where appropriate if any of the following are reproduced in the work submitted by a student:

1. A phrase, written or musical.
2. A graphic element.
3. A proof.
4. Specific language.
5. An idea derived from the work, published or unpublished, of another person.

ACADEMIC DISCIPLINARY ACTIONS OVERVIEW FOR GRADUATE STUDENTS

“Academic Disciplinary Actions” refers to penalties or sanctions imposed for violation of academic regulations against cheating or plagiarism as defined in this guidebook or other behavior judged as inappropriate academic conduct.

STATUTE OF LIMITATIONS

There shall be no “statute of limitations” that precludes faculty from acting on the discovery of alleged violations, either during the semester or term when the incident occurs or after that semester or term and including after a student has graduated.

CONFIDENTIALITY

Cases involving violation of academic regulations against cheating or plagiarism shall be regarded as “confidential” in the manner outlined below:

1. No discussion or disclosure of the specifics of any case with any individual within or outside of the university community will occur unless such discussion or disclosure is deemed necessary in the determination of guilt or appropriate sanction by parties reviewing the case at the initial or second level of review or unless such an action is specifically imposed as part of the penalty for a violation.
2. The existence of a case, the general nature of a case and the sanctions imposed, if any, may be discussed and available to the university community provided that such availability is unlikely to lead to the clear identification of the student(s) or faculty involved.
3. If the student is exonerated, all relevant records under the control of the university will be destroyed (unless the student specifically requests that a record of exoneration be maintained).

PROCEDURES

Incidents of suspected academic disciplinary violations shall be handled initially at the level at which the incident occurs (e.g., course or research/creative project) and at the department level, reported immediately to designated parties and (where appropriate as answered below) shall receive second-level review(s) in the manner outlined in the following section:

INITIAL REVIEW, DECISION AND ACTION(S)

Initial review, decision and action(s) shall remain local, to involve the instructor(s) or academic supervisor(s) and, if desired, consultation with a third party from the faculty, the department/program head or associate head, or the dean of student affairs. Instructors are free to discuss alleged violations informally with the student(s) thought to be involved, but should avoid revealing the identity of other students involved, if at all possible. Suspected violations that would result in a penalty should be handled by the instructor(s), in direct communication with the student(s) involved, within one week of the discovery of the suspected infraction and before the imposition of a penalty.

After discussion with the student(s) involved and their response, the instructor(s) shall conclude, within a reasonable period of time and based on available evidence, whether the suspected violation(s) occurred. Instructors are encouraged to consult at this stage with their department/program head about the nature of the suspected violations, the nature of the evidence of these violations and the range of penalties under consideration. They may also choose to consult with the dean of student affairs. If the conclusion is that the suspected violation(s) did occur, the instructor(s) shall also choose an appropriate penalty.

The most severe penalty available at this level of review and action shall be failure in the course or dismissal from a project although instructors may also recommend a more severe penalty to the student’s home department/program head, who retains the option to impose more severe penalties (e.g., suspension or dismissal from the program) at this level. Elements to consider include prior incidents of academic disciplinary action in a student’s record, available from the dean of student affairs. The department/program head may discuss the issue with a student and choose to convene a disciplinary hearing according to the procedures of the department/program.

The student shall be notified immediately and in writing, of this decision, the basis for this decision and (when applicable) the penalty imposed. This notification will come from the instructor and/or department/program head depending on the penalty involved. Students whose penalty is failure in the course in question will not be allowed to drop the course and should be so informed. Students should also be informed at this time of their right (and attendant procedures) for appeal (see “Student Appeals” below).

REPORTING OF INITIAL ACTION(S)

A copy of the letter outlining the initial decision and action to the student(s) involved in cases of academic disciplinary violations should also be directed to the following parties:

- Student's home department/program head
- Dean's office of the student's college
- Dean's office of the college housing the course in which the violation(s) occurred (if different from the student's college)
- The student's major department
- The dean of student affairs
- The provost

The dean of student affairs will maintain the central record of academic disciplinary violations and actions. If the dean of student affairs is aware of information on prior incidents of academic disciplinary actions in the student's record, he or she should communicate that information to the department/program head and give the department/program head the opportunity to impose an appropriate sanction.

SECOND-LEVEL REVIEW AND ACTION(S)

Normally, a second-level review of an initial decision and action follows from at least three sources: (1) appeal by the student(s) involved because the student deems the penalty inappropriate and/or believes that improper procedure has been followed, (2) recommendation by the instructor, home department/program/college that the student be permanently expelled from the university, (3) recommendation by the provost for a review.

Where an appeal is made or second-level action appears warranted, the provost will determine what action should be taken. The provost may decide to deny the appeal or waive the opportunity for a second-level action, to remand the case to the department/program head for additional consideration, to order a new or different penalty or to convene a Review committee for additional investigation of facts and/or determination of appropriate sanctions.

STUDENT APPEALS

If the provost determines that a second-level review is warranted and that a Review Board should be convened, the provost or his/her designee shall immediately form and convene a Review Board and designate a chair. The board will include faculty from the college of the student involved, a graduate student from the college, the dean of student affairs and others deemed appropriate by the provost. If a student appeal and a review of a recommendation for second-level action occur at the same time, both shall be considered by this Review Board simultaneously. Where appropriate, it is expected that the instructor(s) from the course/project involved (or appropriate representatives designated by the department) will be available for participation or at least for consultation. The chair of the board shall inform the student(s) involved, in writing, of this step. Copies of this letter should go to:

- The instructor(s) in the course in question
- The department head of the course involved
- Dean's office of the student's college
- Dean's office of the college housing the course in which the violation(s) occurred (if different from the student's college)
- The student's major department
- The provost

The Review Board shall (a) review the facts of incidents involved and (b) make a recommendation about second-level action to the provost or his/her designee. The provost shall then render a decision subject only to appeal to the president of the university.

ENROLLMENT SERVICES – THE HUB

The Assistant Directors of Enrollment Services are available in The HUB Monday, Wednesday, and Friday from 8:30 a.m. until 4:30 p.m., and Tuesday and Thursday from 10:30 a.m. until 4:30 p.m., to assist students with enrollment matters including registration, financial assistance and student accounts. Students may contact the Assistant Directors by visiting The HUB on the Lower Level of Warner Hall, by telephone (412-268-8186), by email (thehub@andrew.cmu.edu), or by fax (412-268-8084). For more information, visit The HUB Web site at www.cmu.edu/hub.

Contact the Assistant Directors of Enrollment Services in The HUB for information regarding:

- Financial aid application process
- Financial need analysis determination
- Financial aid programs
- Student and parent loans
- Payment Plans
- Enrollment/financial aid questions
- Academic and financial aid forms

We look forward to working with you during your studies at Carnegie Mellon.

ANDREW ID MEMBER AND PASSWORD

Your Andrew Account is your key to access many of the university's computing services; once this is assigned, you can learn what your account AND email address are by visiting the Carnegie Mellon directory web page. Visit the Password change page and enter your Andrew User ID. In the Current Password field, enter the first 8-digits of your Student ID number. This number can be found on the student account invoice that you received from Enrollment Services. Once you have successfully changed your password, visit the Password Reset page to configure your security questions.

STUDENT ID NUMBER

You may opt to have a random student identification number assigned in lieu of using your social security number. Go to The HUB Web site, www.cmu.edu/hub, click on Forms, select Student ID Number Change listed on the form, and return the completed form to The HUB. Enrollment Services will then assign a new, random student ID number to you. The new number will be used on all of the computerized information that Carnegie Mellon retains, including student information, financial aid, housing, dining service computer system and any report generated from those systems that utilize an ID number, i.e., enrollment verifications.

Carnegie Mellon will not release the former ID number to any outside agencies, but will make a note of what the former ID number was on your academic record for internal use only. By requesting a replacement ID number, a student agrees that: The student will use the new ID number in all future transactions with Carnegie Mellon University that require an ID number.

STUDENT INFORMATION ON-LINE

One of the online applications you will use to assist in your enrollment is Student Information On-line (SIO). Through SIO, you can check your student account balance, financial aid award package and grades. In addition, you can update your address information and request enrollment verifications. SIO can be accessed via The HUB Web site at www.cmu.edu/hub. Additional student online services are also available from this website through the online services link.

ON-LINE SERVICES

We recommend the use of Microsoft Internet Explorer 5.5 or higher for viewing our online applications. If you are unable to view your grades or get into SIO, please refresh/reload your browser window while holding down the shift/ctrl keys. If this does not work, you may need to close your browser, clear the cache, and restart your SIO session.

The following on-line services have been established to improve our student services:

- *Schedule of Classes (SOC)*
SOC is a real-time searchable database of course information, including course descriptions, Faculty Course Evaluations, and Course Information on-line. It is where students and other members of the campus community go to see the university's course offerings, etc.
- *On-line Registration (OLR)*
OLR is where students register for classes and make modifications to their course schedules.
- *Student Information On-line (SIO)*
SIO is where students check their enrollment data, schedule, student account balance, financial aid award and documents, HOPE tax credit information and grades. It is also where students update their address information and order an unofficial academic record and official enrollment verifications.

- *Course Information On-line (CIO)*
CIO is where students check for the availability of course sections and get specific information about a course.
- *Graduation On-line*
Graduation On-line allows students to apply for graduation, view and verify their academic data and update important information that will be used to print their diploma and the commencement program.
- *University Course Assessments (UCA)*
The UCA system allows members of the Carnegie Mellon community (students, faculty and staff members) to view course evaluation statistics on university colleges, departments, courses and instructors.
- *Space Quest*
Space Quest searches, requests and reserves available University Center spaces and Enrollment Services classrooms for your event such as meetings, review sessions, seminars, etc.

GENERAL ONLINE SERVICES

General Online Services are available via The HUB Web site, www.cmu.edu/hub, are:

- Course Descriptions
- Schedule of Classes
- Final Examination Schedule

THE CARD OFFICE

One of the most important items that you will need at Carnegie Mellon is your official Carnegie Mellon ID Card. It is your official photo student ID card. It is your access to buildings, local bus transportation, the library and athletic facilities. It is mandatory that every student, faculty, and staff member have an ID card and be able to produce it upon request. The Carnegie Mellon card identifies you as a member of the Carnegie Mellon community. For more information, visit The Card Office Web site at www.cmu.edu/idplus/. Your Carnegie Mellon card will be a part of your everyday campus life and used to access the following university facilities:

- Computing Services, computer clusters/labs printing quota
- University Libraries
- PlaidCa\$h debit account
- Local Port Authority Transit (bus, incline, etc.)
- Computer Store
- University Center retail shops
- Athletic facilities
- After hours academic building access

PLAIDCASH

PlaidCa\$h is a debit account with the university. The account is accessible by presenting your Carnegie Mellon Card to the cashier at any of the locations where PlaidCa\$h is accepted. For more information, visit The Card Office in Warner Hall, lower level or The Card Office Web site at www.cmu.edu/idplus/.

On-Campus Facilities:

- University Bookstore
- University Computer Store
- University Center shops – Bookstore, Entropy, Art Store
- Some on-campus vending areas
- Dining facilities in the University Center, and all of the dining facilities in the various buildings:
Baker Hall
Purnell Center
Newell-Simon Hall
Wean Hall

Off-Campus Retail and Dining Establishments:

- Eat'n Park – Squirrel Hill
- Pizza Outlet – Oakland
- Giant Eagle – Squirrel Hill
- Subway – Craig Street

- Eckerd Drug Store – Squirrel Hill

(And many more, for complete listing, visit www.carnegiemelloncard.com)

REGISTRATION

For Fall 2008, your department will contact you regarding registration. You will typically register for classes and address scheduling issues when you arrive on campus, unless otherwise notified by your department. Spring 2009 registration week is November 10 - 14, 2008. Summer 2009 registration begins April 13, 2009.

For Spring 2009, Carnegie Mellon degree-seeking students register electronically via On-Line Registration (OLR). You should consult your advisors and check prerequisites and course restrictions by visiting Course Information On-Line (CIO) prior to registration week. You should plan to check your individual student account via Student Information On-Line (SIO) prior to registration week. Students with outstanding balances will not be permitted to register for future semesters until their balances are paid. Links to all on line enrollment services are available on The HUB Web site at www.cmu.edu/hub.

CROSS-COLLEGE AND UNIVERSITY REGISTRATION GUIDELINES – PCHE (PITTSBURGH COUNCIL ON HIGHER EDUCATION)

Cross-registration provides opportunities for enriched educational programs by permitting full-time paying undergraduate and graduate students to cross register for one course at a Pittsburgh Council on Higher Education (PCHE) Institution. Students who are paying full-time Carnegie Mellon tuition (per the requirements of their home college) are eligible. The PCHE course may count towards full-time status. There is no additional tuition charge, except for special course or laboratory fees. Carnegie Mellon students do not acquire status at the Host Institution, but are given library and bookstore privileges. Credit and grades are transferred directly to the home institution. Cross-registration is not applicable during the Summer Session(s) or during inter sessions.

There are nine approved PCHE Institutions in the Pittsburgh area:

Carlow College (412-578-6084), Chatham College (412-365-1121), Community College of Allegheny County (CCAC) (412-237-2555), Duquesne University (412-396-6230), LaRoche College (412-367-9300), Pittsburgh Theological Seminary (412-362-5610), Point Park College (412-392-3861), Robert Morris College (412-262-8256), University of Pittsburgh (412-624-7600)

"PCHE Cross Registration Request" forms are available from The HUB.

1. Each college or university accepts registration from the other institutions; however, first priority is given to students of the Host Institution, and not all departments or schools in all institutions are able to participate in this program.
2. In each case of a student cross-registration, the approval of the Dean or a designated individual from the home college or university must be obtained prior to registration.
3. In addition, the student's advisor or Dean is responsible for assuring the student's eligibility for the course in which he/she intends to enroll.
4. Full credit and grades for cross registered courses will be transferred to the appropriate institution; the academic regulations of the host university will prevail.
5. The academic honesty code and other rules of conduct of the institution providing instruction apply with respect to its courses and behavior on its campus. That institution also determines whether its rules have or have not been violated. The student's own institution will impose such penalties as it considers proper when violations are reported to it.
6. Cross-registrants do not thereby acquire the status of students in the institutions in which they are receiving instruction (e.g., for purposes of participation in student activities, insurance programs, etc.). They do receive library privileges at the host institution and may purchase course texts at the host bookstore.
7. Each qualified student normally may enroll in no more than one course off campus in any one term or semester under this program. Students wishing to cross register for more than one course in a term must have approval from the appropriate academic offices at both schools.
8. No additional tuition charge is made to students who are participating in this program; however, the student who cross registers is responsible for paying any course or laboratory fees to the host.
9. Cross-registration does not apply to summer sessions or inter sessions at any of the institutions.
10. Adding or dropping a course after the home institution's deadline date requires permission from the home institution; adding or dropping a course after the host institution's deadline date requires permission from the host institution.
11. Students enrolled in approved joint co-op programs between two PCHE institutions are exempt from

the requirement of being full-time at either school in order to cross register. Students are bound by the requirements of that program.

12. Carnegie Mellon students may not cross register for required courses that are normally available at Carnegie Mellon. Exceptions may be made if courses are unavailable or legitimate schedule conflicts seriously hinder completion of degree requirements within the prescribed timeframe.
13. Students should not cross register in the semester in which they are graduating.

UNIVERSITY COURSE ASSESSMENT

Students play an integral role in the academic life of the university when they participate in the evaluation of the faculty through the University Course Assessment process. UCA data is important in the evaluation of teaching and learning, as an important piece of the promotion and tenure process and as part of the process of course design and improvement. Student participation in the UCA process is critical to the university's commitment to quality teaching and academic excellence. Students are strongly encouraged to participate in the process with constructive feedback that is relevant to teaching and course content. Additional information and assessment results are available at www.cmu.edu/uca.

STUDENT ACCOUNT BILLING

Fall 2008 invoices will be mailed in July by Enrollment Services. Payment for the Fall 2008 semester is due no later than Friday, August 15. Spring 2009 invoices will be mailed in December. Payment for the Spring 2009 semester is due no later than Monday, January 5, 2009. You may also receive a monthly invoice reflecting recent activity on your student account. Unpaid balances may be assessed a monthly penalty fee.

Your financial aid award letter is not an invoice. You receive a Billing Guide with the Fall 2008 invoice. It will provide you with detailed instructions on how to pay your account balance. Please keep the Billing Guide as a reference for the entire academic year. Your invoice may contain charges for tuition, housing, dining and administrative fees. Note: Books, supplies, transportation and personal expenses do not appear on the invoice; you pay these expenses directly.

STUDENT ACCOUNT PAYMENT OPTIONS

E-Pay with E-Check

Electronic Check Payment is available to students at Carnegie Mellon. This Electronic Check Payment process allows a student to pay his/her current semester and future student account balance via an automatic direct debit to his/her U.S. checking or savings account. We strongly encourage you to register for E-Pay as soon as you receive your Andrew User ID. This authorization is made from a secure student account payment Web site with Student Information On-Line on the Aid/Account page.

There are many advantages to using Electronic Check Payment:

1. Easy and convenient payment for current and future semester student account balances.
2. Saves money. No check or stamp buying.
3. Saves time. No more waiting for a check to clear or waiting in line to pay.
4. Free service offered by the university.
5. Private and secure.
6. Available 24 hours a day, 7 days a week.
7. Electronic Check Enrollment takes one day to set up. Withdrawals take one day; credits to your student account will take two to three business days.

You will need to have available the following information in order to complete the Electronic Check Enrollment Process:

1. Account type (savings or checking)
2. Transit routing number
3. Account Number

Cash or Check Payments at The HUB

Students and parents may make payments in person at The HUB, lower level, Warner Hall, using cash or a check.

Check Payments via Mail

When paying by check, write the student's name and User ID on the memo line of your check. If you mail a check, you must attach the bottom portion of your invoice. **DO NOT attach any additional information to your invoice.** Make checks payable to Carnegie Mellon and send to:

*Carnegie Mellon
PO Box 360224
Pittsburgh PA 15251-6224*

Send checks only to the PO Box. Do not attach other payments, correspondence, etc. We will not receive the additional information.

Wiring Payments

The following information is required when sending a wire transfer payment:

*Mellon Bank, 500 Ross Street, Pittsburgh, PA 15262
Routing Number: 043-000-261
Carnegie Mellon Account Number: 197-9003
Student Name and ID Number
Swift Number: MELNUS3P*

Carnegie Mellon is not responsible for wire transfer payments that are not properly identified. Allow at least 10-14 business days for processing. All unidentified wire transfers will be returned to sender.

THE CARNEGIE MELLON TUITION PAYMENT PLAN

The Carnegie Mellon Tuition Payment Plan administered by Tuition Management Systems (TMS) is recommended to help you budget payment of your educational expenses and limit your debt.

The Carnegie Mellon Tuition Payment Plan allows you to spread your payments out over 10 months. There is no interest charged on the plan, and a variety of other benefits, including Life Insurance, are provided, all paid for with a single low annual enrollment fee. A semester option at a lower fee is available for those graduating in December or beginning their enrollment in the spring semester.

Benefits of the Carnegie Mellon Tuition Payment Plan include:

- Interest-free payments.
- Life insurance coverage for the bill payer.
- Toll-free top-rated telephone service during extended personal service hours at 888-251-3533.
- Affordability Counseling with friendly and professional Education Payment Counselors.
- A wide variety of payment methods include personal checks, money orders, credit cards, Western Union by wire or check, and automated payments from a checking or savings account.
- 24-hour access to account information at www.afford.com or The HUB Web site: www.cmu.edu/hub.
- 24-hour access to account information in a toll-free InfoLine.

We hope that you seriously consider the advantages of paying some or all of your balance interest-free. This strategy is the most effective means of limiting your debt. Feel free to contact Tuition Management Systems for Affordability Counseling at 888-251-3533 from 8 a.m. to 10 p.m. weekdays, and 9 a.m. to 3 p.m. on Saturdays.

The Carnegie Mellon Tuition Payment Plan allows you the convenience to investigate, enroll and pay on-line. If you set up a monthly payment plan with TMS, one half of your contracted amount will be credited to your fall invoice, the remainder to the other semesters contracted. If you still have a balance once your contracted amount is credited on the invoice and after deducting the amount of your approved loans, you will either need to increase your contract with TMS, or pay the balance due on your student account to Carnegie Mellon.

THE CARNEGIE MELLON HEALTH INSURANCE MONTHLY PAYMENT PLAN

We are pleased to extend the services of Tuition Management Systems to help you afford the health insurance cost. The Tuition Management Systems Health Insurance Monthly Payment Option allows you to spread your health insurance premium over nine monthly installments. The installments begin in September and end in May. We are offering this special plan to exclusively cover your health insurance costs. There is no interest, no pre-qualification or credit check for this service. If you have already contracted a TMS plan, you do not need to open an additional plan to cover health insurance. You can increase your current plan amount.

TUITION REMISSION

Carnegie Mellon Staff Tuition Remission is a benefit offered by the university for employees. A tuition remission form must be completed. Contact Human Resources on the Web at <https://hr.web.cmu.edu>. Subtract the remission tuition credit for which you have approval. For eligibility information, contact Human Resources or visit their Web site at <https://hr.web.cmu.edu>.

PAYROLL DEDUCTION

Funding for graduate students by payroll deduction is determined by the individual department. You are responsible for any charges not covered by your payroll deduction amount. Payroll deductions for the entire academic year begin in September and end in April or May, depending on the student's department. Payroll deduction is not available during the summer months.

SPONSORED STUDENTS

A sponsored student is defined as a student who has an agreement with a third party (such as an embassy) to pay the student's tuition. A student who is receiving funds from a pre-paid tuition or college savings plan is NOT considered a sponsored student

In order for Enrollment Services to issue a Special Invoice to a student's sponsor, the student must submit each academic year, a letter from the sponsor, on sponsor letterhead indicating the dates of support (or a purchase order). Your sponsor must also provide what charges will be paid through their sponsorship (i.e., tuition, mandatory fees, health insurance, etc). Letters of support and purchase orders must also include a complete mailing address, a contact name and a contact email address. Requests for Special Invoices must be submitted to The HUB no later than September 8, 2008, the official last day to add/drop for the fall semester. Students are responsible for any late fees incurred after this date.

You may be required to remit full payment or establish a payment plan if:

- You do not provide the information listed above.
- Your sponsoring agency fails to remit the agreed upon payment to Carnegie Mellon.
- Your sponsor is your employer and you discontinue employment. It is at the sponsor's discretion whether to continue paying the agreed upon amount.

International funds transfer can be a lengthy process. Allow 10-14 business days for processing. Notify The HUB if you have special concerns about invoicing and payment.

REFUND POLICY AND PROCEDURE

For the fall and spring semesters, Enrollment Services automatically generates refund checks to students when their student accounts indicate a credit balance greater than \$20.

However, when the student's credit balance results from one of the following transactions, an individual review of the student's account is done before a refund is released:

- **Sponsorship from a third party, receipt of employee remission of tuition, payroll deduction.**
- **If their payment plans are paid to date, students who have contracted for monthly payment plans may receive a refund of excess loan funds.** Payment plan overpayments will be refunded beginning in November for the fall semester and in April for the spring semester.

E-REFUNDS

Enrollment Services encourages all students to authorize direct deposit of their student account credit balances into a checking or savings account. Taking advantage of this opportunity eliminates the need to stand in line at The HUB to pick up a check. Enrolling for E-Refund takes only a moment: Students simply visit the account page on Student Information On-line and click the E-Payment/E-Refund button.

Enrollment Services notifies the student via email after a refund check is generated and available for pick up at The HUB, or after a direct deposit has been made. **Refunds can only be initiated by Enrollment Services.**

FINAL EXAMINATIONS

GRADUATE COURSES

There is no university policy on the administration of final examinations for the graduate courses. Students should consult their department or college handbooks for applicable policies. Concerns related to final exami-

nations for graduate courses may be directed to the course instructor, the department head of the instructor offering the course or the graduate associate dean (or equivalent) of the student's home college.

UNDERGRADUATE COURSES

For more information, refer to the student policy Web page at www.cmu.edu/policies/documents/Exams.htm.

STUDENT LEAVE POLICY

For more information, refer to the student policy Web page at www.cmu.edu/policies/documents/StLeave.html.

REQUIRED WITHDRAWAL

For more information, refer to the student policy Web page at www.cmu.edu/policies/documents/Suspension.html.

STUDENT RETURN POLICY

For more information, refer to the student policy Web page at www.cmu.edu/policies/documents/StReturns.html.

ATTENDANCE AT GRADUATION CEREMONY

For more information, refer to www.cmu.edu/hub/reg/grad_diploma_faq.html.

PRIVACY RIGHTS OF STUDENTS

For more information, refer to site www.cmu.edu/policies/documents/StPrivacy.html.

Academic Rights & Responsibilities

STANDARD COLLEGE/DEPARTMENT POLICIES FOR GRADUATE STUDENTS

There are significant differences between departments in philosophical approach, procedures, policies and regulations. Each department issues a handbook that informs graduate students of their program requirements and procedures and ensures that students have written access to the standard information outlined below. Copies of department handbooks are also available through the Hunt Library Reference Desk.

Listed below are the standard pieces of information that should be included in your department handbook. Please bear in mind that you are responsible for knowing and abiding by your department and college policies in addition to university level policies.

DEGREE ATTAINMENT

1. Achievement, timeline and format requirements for the following:
 - Courses and grades
 - Qualifying examinations and procedures (or equivalent)
 - Thesis/dissertation proposal
 - Other public presentations/examinations (or equivalent)
 - Graduation and degree completion specifications and summary of requirements
 - Teaching requirements, if any
 - Language proficiency requirements, if any
2. Support services for the student
 - Advising
 1. The definition of
 - a. the role of the advisor (course work and thesis)
 - b. the role of the student
 2. How and when the advisor is selected
 3. How to change advisors
 4. Assurance that the advising process is monitored
 5. Assurance that students are treated equitably
 6. Procedure for written notification of "inadequate progress toward a degree"
 - Orientation and other professional development courses
 - Policy

1. On courses taken outside the department and how these will be graded
 2. On when a student is defined as ABD, in absentia, etc.
 3. On residence requirements
 4. On transfer from master's to doctoral programs
 5. On intellectual property as it applies to graduate student and advisor/instructor collaboration
3. Student rights
1. The establishment of a clear form of review/redress for academic conflicts
 2. A "grandfather" policy that assures students that they can graduate under the policies in effect at the time of matriculation or choose to change if/as new policies arise

FINANCIAL SUPPORT

1. Explicit information about the requirements for the awarding of and expectations of continued funding
2. Definition of the work required for various sorts of support (grading/teaching assistant/lecturer)
3. Information on tax implications of financial support
4. Defined procedure for written notification of change in financial support and a stated minimum notice for such change
5. Information on recourses if funding is lost or reduced
6. Information on outside fellowships
7. Policies on "outside" employment
8. Policies on the availability of summer employment
9. Policies on "outside" fellowships
10. Policies on attending conferences and seminars

DISSERTATION AND THESES

Engineering and Science Library, Hunt Library, Mellon Institute Library

Carnegie Mellon requires that doctoral candidates deposit copies of their dissertations with the University Libraries, following university and department procedures. Master's candidates whose department or college policy mandates deposit of theses in the library follow similarly established procedures.

Dissertations and theses are transmitted to the libraries by university departments or colleges. Find out more about the procedures in your graduate department.

GRADUATE STUDENT CONCERNS & GRIEVANCES

Students who believe that they have been treated inappropriately are encouraged to raise their concern(s) with their advisor, department head or other designated people in their department, college or central administration. Graduate students can find information about procedures they can pursue when addressing concerns and grievances, at www.cmu.edu/adm/gpo/concerns. A brief outline is provided below.

DEPARTMENT PROCEDURES

The procedures for handling graduate student concerns vary greatly from one department to another. Graduate students are encouraged to discuss their academic concerns informally within their academic department. Information on formal concerns and grievances are available in each department's written handbook. Contact the graduate coordinator within your department for more information.

COLLEGE GRIEVANCE PROCEDURES

For more information about grievance procedures at each college, refer to the Web page at www.cmu.edu/adm/gpo/concerns.

DOCTORAL CANDIDACY POLICIES FOR ALL BUT DISSERTATION (ABD)

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

Approved February 28, 1991

Modified May 8, 1995

The university has a series of policies that cover: a definition of ABD status, time limits on doctoral candidacy status, a definition of in residence and *in absentia* status for ABD candidates and the tuition charged for candidates in residence and candidates *in absentia*. Each student to whom this exception applies shall continue to be governed by the policies of his/her department/college at the time of matriculation, unless the student wishes to opt for the current set of policies. Any student so doing will be subject to all the rules and

conditions of these policies from the beginning of the semester of this option; any charges incurred prior to that date will be applicable. Under extraordinary circumstances, appeals of these charges may be made in writing to Enrollment Services.

ABD STATUS

After the completion of all formal degree requirements other than the completion of and approval of the doctoral dissertation and the public final examination, doctoral candidates shall be regarded as All But Dissertation (ABD). Achieving ABD status is verified by the candidate's home department. Once a student meets department criteria, ABD status must be certified by the department in writing to Enrollment Services.

TIME LIMIT ON DOCTORAL CANDIDACY STATUS

Once students achieve ABD status, their doctoral degree candidacy shall continue for a maximum of seven full academic years, unless terminated earlier by conferral of the degree, by academic or administrative action, or by a lapse of candidacy due to more restrictive department or college policy. At the expiration of the seven-year period, candidacy status shall lapse. Once candidacy has lapsed, the person may resume work toward a doctoral degree only if newly admitted to a currently offered doctoral degree program under criteria determined by that program.

Under extraordinary circumstances, such as military or public service, family or parental leave, or temporary disability, a school or college may, upon the relevant department's recommendation and with the written approval of the dean, defer the lapse of candidacy status for a period commensurate with the duration of that interruption.

IN RESIDENCE VERSUS IN ABSENTIA

Once students achieve ABD status, they must choose whether to complete their dissertation in residence, or in absentia under the current policies.

A candidate in absentia must meet the specific criteria noted below. No candidate in absentia will be verified by the university as a "student" for immigration or loan purposes. ("Non resident alien" students on J1 or F1 visas who become ABD must continue to follow Immigration and Naturalization Service (INS) regulations.) The intent of INS regulations is that the student continues to pursue completion of the degree on a full-time basis under the jurisdiction of the university that will award the degree. In general, foreign students who enter ABD status are advised to remain in residence while they complete their degree. (Questions about ABD status and visa requirements should be addressed to the Office of International Education.)

When a candidate decides whether to be ABD in residence or ABD in absence, he/she must complete a Doctoral Candidate Contractual Agreement form available from their academic department. The Agreement Form declares the candidate's choice of following the current or old policy, if the old policy is an option, as well as whether the candidate wishes to be designated as in residence or in absentia. The Contractual Agreement form may be used several times; however, a candidate who has chosen to be in absentia must return for at least one semester of full-time status before qualifying for final semester tuition benefits for ABD candidates in residence.

ABD CANDIDATES IN RESIDENCE

ABD candidates in residence maintain student status and all consequent student privileges and must be enrolled for the number of units required by the policy of their home college. No ABD candidate in residence may be enrolled for less than five units, nor for fewer than 36 units if he/she receives full-time support paid by or administered by the university. ABD candidates in residence should consult their department or college policies regarding enrollment units within this range.

FINAL SEMESTER TUITION FOR ABD CANDIDATES IN RESIDENCE

ABD candidates in residence shall, in the semester in which all degree requirements are completed, pay their college's full-time tuition pro-rated by the quarter of the semester, whether used fully or partially. Payment will be waived if all degree requirements are completed by the end of the first full month of the semester in which the degree is completed (for the fall semester, September 30; for the spring semester, January 31; for the summer session, June 30). Doctoral candidates' departments shall notify Enrollment Services of the appropriate completion date. ABD candidates in residence who complete their final semester during the summer term will be assessed tuition according to the number of units registered for and, if necessary, pro-rated according to the same guidelines.

ABD CANDIDATES IN ABSENTIA

An ABD doctoral candidate may, upon departmental certification thereof, be regarded as being in absentia when, and so long as, the following three conditions concur:

- The candidate has been enrolled as a full-time graduate student at Carnegie Mellon University for at least one academic year or up to two academic years if required by the student's home college. Part-time graduate enrollment may, at the department's discretion, be counted pro-rata toward one year of this total.
- The candidate does not receive a stipend predicated on his or her status as a graduate student or doctoral candidate and paid by or administered by the university whether teaching or research assistantship, scholarship or fellowship.
- The student does not require substantial use of university resources. Departmental certification of this condition shall be subject to guidelines established by the school or college.

According to university guidelines, candidates in absentia may:

- Obtain university health insurance.
- Use university libraries.
- Use the book and computer stores.
- Use computing facilities only for department communications and for thesis text preparation.
- Enter university buildings for faculty/student consultations.
- Become regular university employees.

They may not:

- Be employed with a graduate student stipend.
- Buy parking permits.
- Use the gymnasium.
- Use Dining Service meal plans.
- Use Campus Account services.
- Live in university housing.
- Use University Health Services.

Tuition/Fee Effects of *In Absentia* Status Including Final Semester

While an ABD candidate is *in absentia*, no formal enrollment or payment shall be required with one exception: An ABD candidate who is *in absentia* shall be required to pay five units of graduate study, or greater if required by college policy, based on their current school/college's tuition before the degree is conferred. Under extraordinary circumstances, an exception may be granted by petition. A petition should be made to the student's school/college's associate dean who will forward it for consideration by Enrollment Services.

Employment of ABD Candidates *In Absentia*

As noted above, ABD candidates *in absentia* are extended only minimum access to university resources: "The candidate does not receive a stipend predicated on his/her status as a graduate student or doctoral candidate and paid by or administered by the university whether for teaching or research assistantship, scholarship, or fellowship." An ABD candidate *in absentia* cannot be hired for work directly related to completing his/her dissertation and/or make substantial use of resources for work toward the doctorate as noted above. In order to be in compliance with these policies, the university's employment policies and the Internal Revenue Service, an ABD candidate in residence may only be hired for university employment as a regular employee and through the regular employment process.

INTELLECTUAL PROPERTY POLICY

This policy is available on-line: www.cmu.edu/policies/documents/IntellProp.html

PURPOSE

The policy reflects the following goals:

- To create a university environment that encourages the generation of new knowledge by faculty, staff and students.
- To motivate the development and dissemination of intellectual property by providing appropriate financial rewards to creators and the university and administrative assistance to creators.
- To ensure that the financial return from the development of intellectual property does not distort decisions and operations of the university in a manner contrary to the mission of the university.

The policy is based upon the following principles relating the university to society:

- The mission of the university remains the generation and dissemination of knowledge.
- Intellectual property will be generated within the university and there exists an obligation to disseminate it.
- An interface is needed if better technology transfer is to be achieved and the university will provide mechanisms for that function.

The policy is based upon the following principles relating faculty, staff and students to the university:

- Intellectual property is created by individuals or by groups of individuals, who are entitled to choose the course of disclosure; academic freedom of individuals is a higher priority than possible financial rewards.
- There exists a historical tradition allowing authors to retain ownership of intellectual property rights from textbooks and works of art.
- The university is the support of the whole campus community and is thereby entitled to share in financial rewards.
- There should be incentives for all parties to pursue financial rewards together, consistent with the expressed goals of the policy. The distribution of these rewards should reflect, insofar as possible, the creative contributions of the creator and the resources contributed by risks assumed by both the creator and the university in developing intellectual property.
- Since it is frequently difficult to meaningfully assess risks, resources and potential rewards, negotiated agreements are to be encouraged whenever possible.

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. The university emphasizes fundamental inquiry. It recognizes, however, that a part of the function of education is to assist in the translation of scientific, technical and social knowledge into new processes, products, techniques and approaches. Hence, both basic and applied research which relate to the educational programs of the university and contribute to graduate education or faculty development are considered appropriate activities.

POLICY ON RESTRICTED RESEARCH

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

Office of the President

Organization Announcement No. 317

Date: September 14, 1988

Universities have two primary purposes: to create knowledge and to disseminate knowledge. Carnegie Mellon University recognizes the importance of open intellectual communication within a research group, within the university, and within the larger community outside. Ideally, all units of the university would disseminate the results of research as quickly and as widely as possible. Some members or units of the university, however, desire to do research that may be difficult or impossible without restrictions or without access to classified or proprietary materials.

There exists, therefore, a tension between the university's goal of disseminating knowledge freely and the desire on the part of some of its members to conduct restricted research on important problems. The university intends to guarantee the academic freedom of all faculty members to do research in their own manner on topics of their own choosing, provided that such research is consistent with the overall purposes of the university. This policy seeks to resolve the tension between the desire to participate in restricted research and the desire to maintain the open atmosphere of the university by confining restricted research to semi-autonomous units, which are not associated with any academic departments. It thereby establishes the principle that restricted research is inappropriate at Carnegie Mellon University except in the semi-autonomous units.

This policy does not attempt to anticipate all possible concerns about restricted research. In some cases, decisions will need to be made about particular research projects to which the application of particular policy guidelines are not clear. In choosing to accept or decline such projects, the university will weigh the potential of a project for generating and disseminating new knowledge, for the benefit of society, against the project's potential for adversely affecting the climate for research conducted in a free and open environment. While this policy sets no explicit limits on the extent of classified research permitted in the semi-autonomous units,

it is not the intent of the policy to encourage any unit of the university to engage in classified research as a primary ongoing activity. Indeed, it is expected that classified projects will never represent more than a small fraction of the total research effort in any unit.

RESTRICTED RESEARCH IN NON-AUTONOMOUS UNITS

The university community will be informed annually, through the URC's written report to the Faculty Senate and the Student Senate, of the nature and overall impact of restricted research at Carnegie Mellon. Existing sponsored research projects shall be allowed to continue under terms of their present contract. However, renewal contracts must conform with this policy.

POLICY FOR HANDLING ALLEGED MISCONDUCT IN RESEARCH

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

Office of the President

Organization Announcement No. 230

Date: February 23, 1990

PREAMBLE

Carnegie Mellon University is responsible for the integrity of research conducted at the university. As a community of scholars, in which truth and integrity are fundamental, the university must establish procedures for the investigation of allegations of misconduct of research with due care to protect the rights of those accused, those making the allegations and the university. Furthermore, federal regulations require the university to have explicit procedures for addressing incidents in which there are allegations of misconduct in research.

INTRODUCTION

This document outlines the procedures to be followed when misconduct in research is alleged at Carnegie Mellon, as defined by the National Science Foundation.

Misconduct means (1) fabrication, falsification, plagiarism, or other serious deviation from accepted practices in proposing, carrying out, or reporting results from research; (2) material failure to comply with federal requirements for the protection of researchers, human subjects or the public or for ensuring the welfare of laboratory animals; or (3) failure to meet other material legal requirements governing research.

“To be deemed misconduct for the purposes of this policy, a ‘material failure to comply with federal requirements’ or a ‘failure to meet other material legal requirements’ must be intentional or grossly negligent.”

In conjunction with the procedures outlined in this policy, the provost is responsible for complying with applicable federal regulations, including notifying sponsoring agencies at the appropriate time, and keeping those involved, Committees of Inquiry and Committees of Investigation well informed with respect to the requirements of these agencies. If at any time it appears that the possibility exists that the alleged misconduct might involve a violation of any federal, state or local criminal statute, the university attorney must be consulted immediately to determine further action.

ALLEGATIONS

Questions about, or suspicions of, misconduct in research should be brought to the attention of the provost for confidential counseling and possible informal resolution.

Allegations of misconduct shall be presented to the provost in writing. Anonymous reports will not be accepted. The provost will acknowledge allegations in writing to the claimant.

After a review of the allegation, the provost must decide within 15 days whether a Committee of Inquiry is needed and, if so, establish such a committee promptly. The claimant must be informed, in writing, of the provost's decision.

If a decision is made to establish a Committee of Inquiry, the respondent must be informed in writing of the allegation, advised of the initiation of the inquiry process, and asked to provide information.

COMMITTEE OF INQUIRY

The provost shall appoint a three-member Committee of Inquiry. Committee members should be faculty or staff who, in the judgment of the provost, have the appropriate seniority and knowledge to assess the alleged misconduct and do not have a conflict of interest that would interfere with an objective review.

The provost shall charge, in writing, the Committee of Inquiry to conduct a discreet inquiry based on communication with the respondent and the claimant. The purpose of the inquiry is to determine if there is reason to believe that misconduct has occurred. The inquiry should be limited to activities necessary to determine whether to recommend a formal investigation.

The identities of the respondent and claimant will be kept confidential by members of the committee, if possible. If a majority of the members of the Committee of Inquiry recommend that a formal investigation be conducted, the provost must establish a Committee of Investigation. If only a minority of the members of the Committee of Inquiry recommend a formal investigation, the provost may either dismiss the allegation or establish a Committee of Investigation. If the Committee of Inquiry determines that the allegations have been made in a capricious or malicious manner, they will report this to the provost for appropriate action.

The Committee of Inquiry has 30 days to conduct the inquiry. If the inquiry cannot be reasonably completed within 30 days, the committee may request a 30-day extension from the provost.

If a decision is made to establish a Committee of Investigation, the respondent must be informed of the identity of the claimant, shown all of the documents and evidence that relate to the charges, and given 15 days to respond prior to initiating the investigation. Sponsoring agencies shall be informed if appropriate or mandated.

COMMITTEE OF INVESTIGATION

The Committee of Investigation shall have five members, none of whom was a member of the Committee of Inquiry. The provost will appoint two members. The chair of the University Research Council, the Faculty Review Committee and the Faculty Organization will each appoint one member.

The provost shall charge, in writing, the Committee of Investigation to conduct a thorough investigation of the allegation. The committee should have access to all persons and information needed to determine the extent to which misconduct has occurred. Otherwise, the investigation should be as confidential as possible.

The Committee of Investigation shall prepare a written report documenting the extent to which misconduct has occurred. This report will be given to the provost, the respondent, the claimant, the chair of the University Research Council, the chair of the Faculty Review Committee, the chair of the Faculty Organization, the university ombudsman and the president, and, if any involved individual is a student, to the dean of student affairs. Optionally, the Committee of Investigation may recommend to the provost a course of action based on their findings. The Committee of Investigation has 120 days to complete the investigation. If the investigation cannot be reasonably completed within 120 days, the committee may request a 30-day extension from the provost.

DETERMINATION OF ACTION AND APPEAL

The provost will transmit to the president of the university the reports of the Committee of Inquiry and the Committee of Investigation together with his recommendation for appropriate action.

For each individual respondent found responsible for misconduct, the president may impose (or request, in the case of a regular, research or special faculty member) specific sanctions, including termination of employment for a faculty or staff member and expulsion of a student.

The imposition of sanctions is subject to the procedures for approval and/or appeal prescribed by the Appointment and Tenure Policy for a regular, research or faculty member; the Staff Grievance Procedure for a staff member (or the provisions of a written labor agreement for an employee in a bargaining unit); and the provisions of the section on discipline in the Student Handbook for a student. The provisions of the preceding paragraphs of this section are also applicable to appropriate action regarding each individual claimant found responsible for allegations made in a capricious or malicious manner.

HUMAN SUBJECTS IN RESEARCH AT CARNEGIE MELLON UNIVERSITY

The university is committed to the protection of the rights and welfare of human subjects in research investigations conducted under the jurisdiction of the university. All research involving human subjects is conducted in accordance with federal regulations.

Questions on policy content should be directed to Susan Burkett, associate provost for academic research and administration, x8-8746.

For more information see: www.cmu.edu/policies/documents/HumanResearch.html

Finances and Financial Aid

Finances and Financial Aid

FINANCIAL ASSISTANCE

GENERAL INFORMATION

If you are a graduate student interested in applying for financial assistance, you are required to submit the 2008-2009 Financial Aid application.

Visit www.cmu.edu/hub/apply.html for information regarding the financial aid process and the 2008-2009 financial assistance application.

GRANTS, STIPENDS, ASSISTANTSHIPS AND FELLOWSHIPS

For information on grants, stipends, assistantships or fellowships, contact the academic department you plan to attend to find out what is available. The department will also be able to discuss the requirements of these programs. You may also want to contact Carnegie Mellon University's Fellowships and Scholarships Office (FSO) for additional assistance with scholarship resources. Their Web site is www.cmu.edu/fso.

Please note that all graduate students are considered independent for financial aid. You should not include parental information on your forms. You must be a U.S. citizen or permanent resident alien to receive federal aid.

ELIGIBILITY FOR FINANCIAL AID

Eligibility for federal, state, Carnegie Mellon and most private aid programs is determined by using a Congressional formula called Federal Methodology. It uses your spouse(s)' and your 2007 income, and current equity in assets, which you reported on the Free Application for Federal Student Aid (FAFSA), to determine the amount you are expected to pay toward your education. This amount is called your Expected Family Contribution (EFC). After your EFC is confirmed, your financial need will be calculated.

FINANCIAL AID PACKAGE

Graduate financial aid from Enrollment Services may include the following: Federal Stafford Loan, Federal Perkins Loan, Graduate PLUS Loan and Federal Work Study. When your federal aid is processed, your total combination of loans, scholarships, grants, assistantships and federal work study may not exceed the cost of attendance.

Once your financial aid package has been determined, Enrollment Services will mail a Financial Aid Award Letter to your permanent address. This letter contains important information and instructions regarding your financial aid package. If your financial aid package changes at any point throughout the academic year, you will receive a revised Financial Aid Letter.

FEDERAL STAFFORD LOAN

1. A Federal Stafford Loan (FSL) is a loan given by a private lender (e.g., bank, credit union, or other financial institution) to students. There are two types of Federal Stafford Loans – subsidized and unsubsidized. The interest rate is 6.8% for loans first disbursed on or after July 1, 2008 and before June 20, 2009. Only one Master Promissory Note (MPN) needs to be completed to obtain both subsidized and unsubsidized consideration. The combined total for the subsidized and unsubsidized FSL is \$20,500 per academic year. The aggregate limit for subsidized and unsubsidized FSLs together (including undergraduate and graduate borrowing) is \$138,500. You can access your student loan borrowing history by visiting the financial aid review section www.nslds.ed.gov.
2. If you previously borrowed a Federal Stafford Loan (FSL) at Carnegie Mellon and completed a Stafford Master Promissory Note (MPN) with an AES (American Education Services) lender, then you do not need to complete another Stafford MPN for each subsequent academic year.

If you are a first-time borrower at Carnegie Mellon, then you must complete a Master Promissory Note (MPN). Please review the complete list of Carnegie Mellon's recommended lenders, including borrower benefits at www.cmu.edu/hub/fja/0809_STAFFLOAN.pdf. Regardless of our recommended lenders, we will process any loan from any lender, federal or alternative. The earliest you can complete a Stafford MPN online for the 2008-2009 academic year is June 1, 2008.

3. You must be a U.S. Citizen or eligible non-citizen, be enrolled on at least a half-time basis, and complete the FAFSA, the Carnegie Mellon Financial Aid Application (tax returns and W-2's must be submitted

with this form), Federal Entrance Loan Counseling (www.cmu.edu/hub/exit) and the Federal Stafford Loan Master Promissory Note.

We recommend that you complete and return the applications no later than June 30, 2008. Applications may still be completed after this date, but it may delay the receipt of your funds.

Your FSL funds will be electronically deposited into your student account at Carnegie Mellon on or about **September 2, 2008** for the fall semester and on or about **January 2, 2009** for the spring semester. In some cases you may be required to sign your FSL check in The HUB before the loan proceeds can be credited to your student account.

Subsidized Federal Stafford Loan

You must demonstrate financial need to qualify for a Subsidized Federal Stafford Loan. As a graduate student, you may borrow a maximum of \$8,500 in subsidized FSL funds per academic year. The Subsidized FSL is limited to the cost of education, minus the Expected Family Contribution and any financial aid you will receive. The aggregate limit for the Subsidized FSL (including undergraduate and graduate borrowing) is \$65,500. You do not begin to repay the loan and interest until six months after you graduate or after you cease half-time enrollment. You will have up to 10 years to repay the loan.

Unsubsidized Federal Stafford Loan

In addition to the Subsidized FSL, the federal government also has an Unsubsidized Federal Stafford Loan Program. The annual maximum you can borrow under this program is \$12,000 plus any of the \$8,500 subsidized FSL for which you do not qualify. The Unsubsidized FSL is limited to the cost of education minus any financial aid you will receive. The terms and conditions of the Unsubsidized FSL are the same as for the Subsidized FSL, such as length of repayment, deferments and interest rates. You will be required to pay the interest for any in school and deferment periods. Interest is automatically added to your principal unless you mark box 12 on the MPN, indicating that you want to pay interest while in school. Our recommendation is that you pay the interest while in school.

Carnegie Mellon Lenders

A complete list of Carnegie Mellon's recommended Stafford and Grad PLUS lenders, including borrower benefits can be found at www.cmu.edu/hub/fa/0809-STAFFLOAN.pdf and www.cmu.edu/hub/fa/0809-GRAD-PLUS.pdf.

Regardless of our recommended lenders, we will process any loan from any lender, federal or alternative.

FEDERAL PERKINS LOAN

A Federal Perkins Loan is a low-interest (5 percent) federal loan administered by Carnegie Mellon. Carnegie Mellon offers this loan to students who have exceptional financial need as determined by Federal Methodology and Carnegie Mellon. You receive consideration for a Federal Perkins Loan if you complete a FAFSA and a Carnegie Mellon 2008-2009 Financial Aid Application and required tax documents. No separate application is necessary. Not all graduate academic departments offer this loan. If you are interested, you must check with your department for eligibility information. Enrollment Services will automatically credit the loan to your student account (one-half in the fall, one-half in the spring).

If you are offered a Federal Perkins Loan, Enrollment Services will contact you regarding the signing of your Perkins Master Promissory Note (MPN). If you do not return a signed Master Promissory Note (MPN), your Federal Perkins Loan will be cancelled.

Repayment of both principal and interest does not begin until nine months after you graduate or are no longer enrolled at least half-time (18 units per semester). No interest accrues on the loan until you begin repayment.

FEDERAL GRADUATE PLUS LOAN

Federal Graduate PLUS Loans are now available to graduate and professional students, allowing a graduate student to borrow on his/her behalf up to the standard graduate cost of attendance less other aid received. Graduate cost of attendance information can be found on-line at www.cmu.edu/hub.

A Federal Graduate PLUS loan is a non-need based loan given by a private lender (e.g., bank, credit union or other financial institution) to creditworthy graduate students. The interest rate is fixed at 8.5 percent. Some

lenders have additional borrower benefits, which will result in an interest rate less than 8.5 percent. Graduate and professional student borrowers who are enrolled at least half-time qualify for an automatic in-school deferment. Interest will accrue during the in-school period. A 3 percent origination fee is assessed by the Department of Education.

All graduate students who wish to borrow a Federal PLUS Master Promissory Note (MPN) and a federal loan counseling session. Before receiving a Federal Graduate PLUS Loan, students must have applied for the annual loan maximum under the Federal Stafford Loan program (subsidized or unsubsidized). You can access a complete list of required documents along with MPN instructions on the Financial Aid Process page located at www.cmu.edu/hub/fafa_grad_process.html.

The funds will be sent to Carnegie Mellon via electronic funds transfer (EFT). They will be electronically deposited into your student account at Carnegie Mellon. In some cases, you may be required to sign your Federal Graduate PLUS Loan check at The HUB before the proceeds can be credited to your account. These funds are disbursed no earlier than 10 days prior to the first day of class. If your loan has been approved but it has not been deducted from your billing statement, you may subtract half of the annual amount from your bill.

FEDERAL ENTRANCE LOAN COUNSELING

Federal regulations require that all first time federal student loan borrowers complete an entrance counseling session prior to the Federal Student Loan funds being credited to their student accounts. During the entrance counseling session you will be informed of your rights and responsibilities as a borrower. **CARNEGIE MELLON WILL NOT PROCESS YOUR FEDERAL STUDENT LOAN UNTIL YOU COMPLETE THE ENTRANCE LOAN COUNSELING SESSION.** You complete the loan counseling requirements electronically on our Federal Entrance Loan Counseling Web site at www.cmu.edu/hub/exit/.

ALTERNATIVE LOANS

A complete list of Carnegie Mellon's recommended alternative loan lending partners, including borrower benefits, is available on-line at www.cmu.edu/hub/fafa_main.html. Regardless of our recommended lenders, we will process any loan form from any lender federal or alternative.

Federal Work Study

Federal Work Study (FWS) and Community Service Federal Work Study is a need-based self-help award. If you have been awarded FWS, your FWS award is the total that you can earn during the academic year through Federal Work Study funds. Students who are awarded FWS are eligible to use their award to work off campus for one of our Federal Community Service Employers. There is no separate application for FWS, but you must check with your department for eligibility information. Funds awarded are paid bi-weekly and DO NOT post to your student account.

FINANCIAL AID ON THE WORLD WIDE WEB

www.finaid.org

The FinAid Page was established in the fall of 1994 by Mark Kantrowitz, a Carnegie Mellon student and author of the *Prentice Hall Guide to Scholarships and Fellowships for Math and Science Students*. It has quickly grown to become the *de facto* central source for student financial aid information on the Internet, with more than 11,500 people accessing the page every week. The FinAid Page offers, free of charge:

- Access to FastWEB, an on-line searchable database of more than 180,000 private sector scholarships, fellowships, grants and loans.
- Advice on identifying scholarship scams and a list of suspicious scholarship opportunities.
- EFC Estimator, an on-line calculator that computes an estimate of the student's expected family contribution and financial need using the Federal Need Analysis Methodology.
- Several financial aid calculators, including a loan repayment calculator and a savings plan designer.
- Links to college and university financial aid office Web Gopher servers.
- Information about financial aid from the U.S. government and other sources.
- Information about grants and loans, with links to scholarship and grant databases and the web pages of several lenders.
- An annotated bibliography of financial aid resource materials.
- A detailed glossary of financial aid terminology.
- Several handouts and documents, including "Funding for Graduate School" and links to the online versions of Octameron Associates' book "Don't Miss Out: The Ambitious Student's Guide to Financial Aid" and the U.S. Department of Education's guide to federal financial aid programs.

GRADUATE STUDENT TRANSITION LOANS

Graduate Student Transition Loans are available and are designed to help first-year graduate students with expenses until they receive their first stipend check. The application requires department approval. This is primarily to ensure that the student's payroll and I-9 forms have been completed and that the stipend amount is accurate. Each department will be responsible for determining how they would like to communicate this information to their students. Questions regarding this program may be directed to your academic department.

ELIGIBILITY

Any first-year graduate student is eligible for a loan of an amount not greater than 75% of his or her gross monthly pay. Provisions are that this loan must be taken prior to September 15 and the student has been placed on payroll by the department.

APPLICATION

Students desiring a loan should complete the application, which is available from their department. The loan application must be approved by their department administrator and then brought to The HUB for processing. (A check normally takes three working days to be returned from accounting.) A \$25 processing fee is deducted from the amount of the loan.

TERMS

The loan is interest free and will be paid by the student through four equal payroll deduction installments from their monthly pays for September, October, November and December.

EMERGENCY STUDENT LOANS

*Office of the Dean of Student Affairs
Student Affairs, Warner Hall 301
412-268-2075*

Through the generous gifts of alumni, an Emergency Student Loan service is made available through the Office of the Dean of Student Affairs. The Emergency Student Loan offers an interest-free loan available to enrolled students for academic supplies, medication, food, or any other unforeseeable circumstances. Students may apply for loans through the Office of the Dean of Student Affairs, Warner Hall 301, 412-268-2075.

GRADUATE PROFESSIONAL DEVELOPMENT FUNDING OPPORTUNITIES

The Graduate Support Programs Office administers three types of professional development funding for graduate students university-wide. They are GradUate Small project Help (GUSH), Ford Motor Company Graduate Research Grants, and G.S.A. Graduate Conference Funding. See descriptions below.

GRADUATE SMALL PROJECT HELP (GUSH)

GUSH funding has been developed and financed by the Graduate Student Assembly, in collaboration with the Graduate Support Programs Office and the Provost's Office. GUSH funding is intended to help graduate students reach their full potential through the graduate work they do at CMU. These awards, for \$500 each, are to be used against costs incurred in the completion of research required for a graduate degree at Carnegie Mellon. These funds are intended to be utilized by students whose personal or departmental resources have been exhausted. GUSH awards allow students to continue or complete projects toward their degree. Approximately 28 awards will be given out each academic year. Eligibility and evaluation criteria are outlined on the GPO Web page. Application for these funds is also on-line at http://education.andrew.cmu.edu/graduateprograms/gush_application.php.

FORD MOTOR COMPANY GRADUATE RESEARCH GRANTS

Applications for Ford Motor Company research grants are submitted through the GUSH on-line application form http://education.andrew.cmu.edu/graduateprograms/gush_application.php, however, the guidelines and awards are different. For Ford Motor Company grants, research must be related to automotive or environmental issues. Research may focus on traditional fields of study (engineering, sciences, economics, etc.) or may be interdisciplinary (EPP, Heinz, SDS, etc.). Funded research may be a part of a larger research project in an existing lab or may be a product of independent research. Grants are awarded competitively based on proposals submitted by students. Requests for funding will be considered for a total of \$500-\$1,000. A maximum of \$1,000 will be awarded per quarter. Participants in a project that receives funding are required to make a presentation and supply a final report to Ford Motor Company's Carnegie Mellon Campus Relations Team at the completion of the funded research. All presentations will be made on the Carnegie Mellon campus.

G.S.A. GRADUATE CONFERENCE FUNDING

G.S.A. Graduate Student Conference Funding has been developed and financed by the Graduate Student Assembly, in collaboration with the Graduate Support Programs Office and the Provost's Office. The goal of the funding is to enable more Carnegie Mellon graduate students to 1) make presentations at key conferences/exhibitions in their fields or 2) simply attend conferences and learn about the broader field of study to which they belong. This award is for \$500 per student. It is considered a partial source of support and applicants are encouraged to seek funds from all other sources, including: 1) funding from the conferences they will be attending or speaking at, 2) their own advisor, 3) their department and 4) their college. A letter from the applicant's advisor is required indicating whether there are department- and college-level options for alternative funding. Graduate students may not receive more than one Conference Funding award per academic year. Approximately 85 awards will be distributed each academic year. Application is on-line at <http://education.andrew.cmu.edu/graduateprograms/conference%20funding.php>.

FELLOWSHIPS AND SCHOLARSHIPS OFFICE (FSO)

Warner Hall 530, x8-1969

Stephanie Wallach, Director

Judy Zang, Fellowship Advisor

Julia Spencer, Program Assistant

www.cmu.edu/fsol/

The Fellowships and Scholarships Office (FSO) advises students in the search, preparation and application processes for competitive awards. These are external opportunities that allow graduate students to take full advantage of study or research abroad, significant research grants, and/or generous tuition awards. These include — among many other awards — the nationally prestigious Rhodes Scholarship, the National Science Foundation Graduate Fellowship, and the Fulbright U.S. Student Program.

Students can visit the FSO Web site, www.cmu.edu/fsol/, to receive information and updates about scholarships and fellowships. For an appointment contact the FSO.

RESEARCH AND TEACHING ASSISTANTSHIPS

Many graduate students are financed primarily through department research and teaching assistantships. The graduate student tuition grants and research/teaching assistantships are determined by the individual academic departments. Information on Federal and Private Alternative Loans can be obtained from The HUB by calling 412-268-8186. Forms and information are also located on the Web at www.cmu.edu/hub. Information packets are also provided to your academic department.

SUMMER STIPEND PAYMENT OPTIONS

When graduate students receive their summer stipends in one payment, the payroll system automatically taxes the stipend as if it represented one-twelfth of their annual income.

In order to reduce their immediate tax burden, graduate students have two options. They may go to the Payroll Office and obtain a W-4 form and increase their exemptions on the W-4 for the summer pay period. Students who do this should file a new W-4 form at the end of the summer. They may also ask their department HREM administrator to spread the stipend over three months.

TAX STATUS OF GRADUATE STUDENT AWARDS

Three types of income taxes affect graduate students at Carnegie Mellon. To be in compliance with the tax code, graduate students must understand their tax status.

U.S. INCOME AND TAX STATUS FOR U.S. CITIZENS AND PERMANENT RESIDENTS

Graduate students receiving financial awards that are scholarships, fellowships, teaching assistantships, research assistantships and other analogous stipends are required to pay U.S. income tax on these funds as follows:

- If a student is *not* a degree candidate, all award funds are taxable.
- If a student *is* a degree candidate, the amount of any award used for tuition, fees and required books, supplies and equipment *is not* taxable. The amount used for other expenses such as room, board and travel is taxable.
- The part of any award that represents payment for the student's services such as teaching, research or other service (e.g. writing, administrative assistance, etc.) is taxable.

In computing student taxes for W-2s, the university can determine centrally the part of a student's non-taxable income that covers tuition and fees, since the university establishes these costs. But the portion of stipends required to cover other expenses varies among departments and/or individual students. If a department submits a standard figure that represents known, fixed, documentable fees for required non-tuition educational expenses, these fees may be excluded from the taxable income a priori. In all other cases, graduate students must establish how much of their award used for required educational expenses (i.e. books, supplies and equipment) and how much for a living stipend.

As a matter of standard university practice, the university will exclude the amount of the student's award that is used for tuition and fees from taxable income; that part will not show on a Form W-2. This amount will not have to be reported by the student as taxable income on form 1040 or 1040-EX, (the only two forms that students who receive scholarships and grants can use if any part of the award goes toward living expense).

The university will exclude an amount for other educational expenses in those cases where departments have identified known, documentable, excludable expenses. Those identified amounts should be included with the tuition amounts and so entered into the Human Resources Employee Module (HREM) using a tax type 01. In all other cases, the balance of the award will be shown as taxable income in HREM and the appropriate taxes will be withheld.

Should a student have a question about their Federal Income Tax status, please refer to IRS publications 520 "Scholarships and Fellowships," and pages 12-18 of Publication 901 "US Tax Treaties" or contact any of the numbers listed at the end of this document.

FOREIGN STUDENTS AND PERMANENT RESIDENTS

Note: These rules do not necessarily apply to foreign students.

For tax purposes, citizens and permanent residents are considered residents, but foreign students may be residents or non-residents. Information on residency status can be found in IRS publication 519. Some foreign students may benefit from specific tax treaties between the U.S. and their country. Information on tax treaties is contained in IRS publication 901. The Office of International Education (OIE) sponsors seminars every spring on these tax issues. For more information on these seminars contact OIE; for more information on specific taxation questions, contact the IRS Taxpayer Assistance Center at 412-395-5667.

PENNSYLVANIA INDIVIDUAL INCOME TAX

According to the regulations of the Pennsylvania Individual Income Tax Act, fellowship awards and stipends are taxable compensation for service if the recipient is required to apply his skill and training to advance research, creative work, or some other project or activity, *unless he or she can show that the recipient is a candidate for a degree and the same activities are required of all degree candidates for that degree as a condition to receiving the degree.*

As long as the services rendered by a graduate student are a standard part of the degree requirements for students in a program, no tax must be paid or withheld. At Carnegie Mellon, where graduate students are required to render services, those requirements are generally a standard part of the degree program for all students similarly situated; as long as departments document this fact, the university will not withhold Pennsylvania Individual Income Tax from monthly checks. Department documentation (Certification of Graduate Student Nontaxable Status for Pennsylvania State Income Tax) should be maintained by the hiring department.

Should a graduate student have a problem with the Pennsylvania Department of Revenue seeking to tax some or all of their award, the student's hiring department will provide the student with a letter to explain the situation. The letter should be sent to the Pennsylvania Department of Revenue. Further tax information from Pennsylvania can be obtained from the Pennsylvania Department of Revenue Tax Bureau Assistance by calling 412-565-7540.

CITY OF PITTSBURGH AND SCHOOL DISTRICT OF PITTSBURGH

Under regulations issued by the City of Pittsburgh that covers both entities, Payments made to "a...post graduate student who has not yet achieved the degree they are seeking, for services rendered in connection with their educational advancement and as part of the program for obtaining this degree, are not subject to the Earned Income Tax when such payments are in the nature of a fellowship, grant or stipend." Regulation 202 (m), Chapters 245 and 246, Pittsburgh Code of Ordinances, Revised: December, 1986. Based on this regulation, Carnegie Mellon does not withhold earned income tax from graduate students who are living within the city, town, municipality, borough, township or school district.

Should the city notify a student that they should be paying the city and school district earned income tax, the student's hiring department will issue a letter explaining the situation to the city and the reason we believe the stipend to be non-taxable by the city and school district. For further information, contact the City of Pittsburgh at 412-225-2511.

CONTACTS, FORMS AND PHONE NUMBERS

IRS-Federal, 412-395-5667

Forms: 1-800-829-1040 or 1-800-829-3676, www.irs.gov

State, 412-565-7540

Forms: 1-800-362-2050

City of Pittsburgh, 412-255-2511

Forms: 412-255-2524

**University Support Services
Guidelines for University Living
Community Standards**

University Support Services

The university offers a wide variety of support programs and provides standard policies, many of which are included in this guidebook.

Each department and college has an internal policy for handling student concerns. Wherever possible, concerns should be resolved at the department level. If a resolution cannot be reached, an appeal can be made to the provost, who will handle the case with the advice of others or choose to refer the case to a committee at the request of any party involved.

DIVISION OF STUDENT AFFAIRS

The staff throughout the division are here to help undergraduate and graduate students. We care about you, your studies and your professional endeavors. We want to help you enjoy a great Carnegie Mellon experience.

The Division of Student Affairs is comprised of:

- Career Center
- Counseling & Psychological Services
- Health Services
- Office of the Dean
- Office of International Education
- Office of Student Development
- Office of First-Year Programs and Orientation
- Student Activities
- Student Life Office

OFFICE OF THE DEAN

Warner Hall 302, x8-2075

Richard G. Tucker, Interim Dean of Student Affairs

The Office of the Dean provides central guidance and direction of student services at Carnegie Mellon. The dean is responsible for leading the student affairs division, which includes the offices listed above. While students are encouraged to seek out any member of the division for help, you may also meet with Dean Tucker directly by contacting x8-2075 and scheduling an appointment at your convenience.

EXTENSION OF SERVICES TO SPOUSES AND DOMESTIC PARTNERS

The university will extend privileges for use of the libraries, gymnasium, shuttle and other services to spouses and domestic partners with a valid ID card. See www.cmu.edu/idplus/idcards/cardtypes.html.

GRADUATE STUDENT ORIENTATION

University-wide Graduate Student Orientation is held each August to introduce entering graduate students to the university and Pittsburgh. The first day is required for international students to meet with the Office of International Education and the two following days are for all entering graduate students. Information is provided on a wide range of topics including campus resources on computing, enrollment services, transportation, health care and insurance, teaching resources, safety, intellectual property rights and living in Pittsburgh. While not mandatory, the orientation will provide incoming students with a better perspective of resources and the university as a whole. In addition, social events are planned to provide an opportunity to meet other graduate students. These sessions and other events provide a helpful introduction to the university.

Most individual departments will also hold a graduate student orientation during the weeks preceding the start of the fall semester to provide information specifically regarding departmental resources and processes.

A mid-year graduate student orientation is held the Friday before spring semester starts for new graduate students.

LEGAL ASSISTANCE REFERRAL

Basic referral information is available through the university. Although the university is not able to provide counsel for students, you can receive information about outside legal assistance.

LEARNING SUPPORT

Academic Development
4910 Forbes, Cyert Hall B9, x8-6878
www.cmu.edu/academic-development
academic-development@andrew.cmu.edu

Academic Development is the place to go at Carnegie Mellon for help with your academic work. We offer everything from academic counseling in study skills, to peer tutoring, as well as supplemental instruction. Our services are designed to help both students who are having academic difficulties and those who just want to improve their performance.

HEALTH SERVICES

Morewood Gardens E-Tower, x8-2157
Anita Barkin, Director
www.studentaffairs.cmu.edu/HealthServices/index.html. Hours: Mon., Tues., Thurs., 8 a.m.-7 p.m.;
Wed., 10 a.m.-7 p.m.; Fri., 8 a.m.-5 p.m.; Sat., 11 a.m.-3 p.m.
On call physician services available when closed.

Student Health Services provides general medical care including gynecological and contraceptive services to enrolled students. All services are completely confidential.

IMMUNIZATIONS

www.studentaffairs.cmu.edu/HealthServices/index.html
All incoming full-time graduate students are required to be vaccinated against measles, mumps and rubella in order to be fully matriculated into the university. Students must have had two doses of measles, mumps and rubella vaccine (MMR). Documentation of a positive blood titer or of having had the disease also fulfills the requirement. Additionally, all full-time international graduate students must have a PPD skin test for tuberculosis within one year of enrollment to the university. Vaccinations and PPD testing are available at the Student Health Service.

HEALTH INSURANCE

www.studentaffairs.cmu.edu/HealthServices/index.html
All full-time students will be charged for the standard university student health insurance plan on their fall invoice. Students can remain in the standard plan, upgrade their health coverage to an enhanced program or fill out a waiver form if they have other outside coverage. In order to meet waiver requirements, the outside plan must be an employer or government-sponsored program and meet certain minimum standards for coverage. If the student's outside plan meets the minimum standards, the charge for the university insurance plan will be removed from his/her student account. This action must be taken prior to the end of the open enrollment period on September 6. The student insurance plan covers the student from August 1, 2008 through 12 a.m. August 1, 2009. Hard copies of enrollment forms and benefits information will be mailed to students and on-line forms are available on the Health Services Web site.

SEXUAL ASSAULT

Non-consensual sexual contact—sexual contact against a person's will and without his or her consent — is a violation of our university community standards and of criminal law. The Sexual Assault Advisors provide confidential support and resource information to victims of sexual assault. The group includes students, staff members and faculty members. To reach an advisor, please contact the Counseling and Psychological Services at x8-2922; the Student Life Office at x8-2142 or Campus Police at x8-2323.

SEXUAL HARASSMENT

Sexual harassment is specifically prohibited by Carnegie Mellon. Any member of the campus community found to have violated the university's policy against sexual harassment will be subject to immediate and appropriate disciplinary action, including possible termination or expulsion. Contact The Dean of Student Affairs at x8-2075 for confidential support and response.

COUNSELING AND PSYCHOLOGICAL SERVICES

Morewood Gardens, E-Tower, x8-2922

Cynthia Valley, Ph.D., Director

www.studentaffairs.cmu.edu/counseling/

Free, confidential counseling is available to address various concerns: problems with friends, family or school; confusion about future goals; feelings of stress, low self-esteem, depression or loneliness; gender concerns; substance abuse, eating disorders, sexual assault. CAPS provides individual and group psychotherapy and psychiatric consultation. Crisis intervention is available 24 hours a day by calling the center. In addition, CAPS offers educational outreach programs on issues of academic and personal concern throughout the year, and provides referral to mental health care providers throughout the Pittsburgh area.

OFFICE OF INTERNATIONAL EDUCATION

Warner Hall, 3rd Floor, x8-5231

www.cmu.edu/oie/

oie@andrew.cmu.edu

Lisa Krieg, Director, krieg@andrew.cmu.edu

Linda Gentile, Assistant Director

Jennifer McNabb, Foreign Student and Scholar Advisor

Neslihan Ozdoganlar, Foreign Student and Scholar Advisor

Chris Menand, Coordinator of Study Abroad and Exchange Programs

Emily Half, Coordinator of Study Abroad and International Programming

The Office of International Education (OIE) is a liaison to the University for all non-immigrant students, global nomads, and for all students desiring to study abroad. Each year, Carnegie Mellon hosts 2,400 international students from more than 90 countries and sends up to 300 students to study abroad.

The foreign student advisors provide many services including: (1) individual and small group advising on immigration, travel, personal, academic, social and cultural issues, (2) programming regarding career and legal work options, taxes for non-residents, and crossing cultures, (3) support of international and cultural student groups such as the International Student Union and the International Spouses and Partners Organization, (4) maintenance of a foreign student resource library, and (5) timely posting of non-immigrant information to e-mail and the OIE Web site as well as U.S. federal SEVIS reporting requirements.

OIE encourages domestic and foreign students to participate in international programs and events on campus and recruits volunteers to assist with the programs sponsored by the office. Students are welcome to visit the office anytime to inquire about our services.

CAREER CENTER

www.studentaffairs.cmu.edu/career/

Lisa Dickter, Director

University Center, Lower Level, x8-2064

The Career Center is staffed with career consultants who are assigned to serve students in individual colleges. Career consultants can assist graduate students in clarifying career goals and in seeking opportunities for employment or further graduate study. Issues for which graduate students typically seek career counseling include evaluating goals, deciding whether to terminate at the master's level and exploring less traditional career and academic paths.

When you are ready to begin seeking professional employment, the Career Center can offer many avenues of support for all majors and diverse career goals. Career consultants can assist students in writing resumes, vitae and cover letters, preparing for interviews and planning job search strategies for summer, part-time or professional employment. The Resource Center contains employer literature, self-help resources and hundreds of career books, many targeted to graduate student needs.

Other highlights of value to graduate students include the on-campus interview program, credentials service, career consultant walk-in hours and TartanTRAK that contains job vacancy notices, summer and internship positions, and off-campus part-time positions. Note that two graduate colleges maintain their own career support services (Tepper and the Heinz School).

Several job fairs are provided during the year, and are open to both graduate and undergraduate students. Contact the Career Center for more information on:

- Business Opportunities Conference
- Technical Opportunities Conference
- Employment Opportunities Conference
- Creative Arts Opportunities Conference

STUDENT EMPLOYMENT

The Student Employment Program promotes experiential learning and professional development. A wide variety of campus job opportunities are posted on the web in TartanTRAK. To access jobs, log onto: www.cmu.edu/career and follow the steps to become a registered user.

Jobs are posted for either the academic year (fall and spring) or summer session. Interested students contact employers through email or by phone. Employers interview applicants and select the candidate to hire. Once a campus job is accepted, a Federal Employment Eligibility Verification Form (I-9) must be completed in the Payroll Services Office at 4615 Henry Street. U.S. citizens must present a picture ID card and either their original social security card or a birth certificate bearing a seal; foreign students and permanent residents must present their visa, passport, or green cards.

Refer to the On-line Student Employment Orientation, www.studentaffairs.cmu.edu/career/trainings, for information about everything students need to know to work on campus — from the basics of business etiquette to what to do to get paid on time.

CYERT CENTER FOR EARLY EDUCATION AND PROGRAM FOR COLLABORATIVE LEARNING

Morewood Gardens, ground level, x8-2149

Judy Abrams, Program Director

Carla Freund, Administrative Director

Hours: Mon. - Fri., 7:15 a.m. - 6 p.m.

www.cmu.edu/cyert-center

The Cyert Center, founded in 1971, is licensed by the Pennsylvania Department of Education and the Pennsylvania Department of Public Welfare to offer a full-day program for children ages 3 months through kindergarten. The center was renovated in 1997 and is located on the ground level of Morewood Gardens dormitory. The Cyert Center is also a NAEYC accredited program. The philosophy and educational practice is deeply influenced by the Reggio Approach. All Cyert Center educators have degrees and/or advanced degrees in early childhood education and/or related fields and participate in ongoing professional development through the Program for Collaborative Learning, which is the training and community outreach component of the Cyert Center. A division of Human Resources, the Cyert Center offers spaces first to the children of Carnegie Mellon employees. See the Web site above for more information.

UNIVERSITY AND COMMUNITY HOUSING

Housing and Dining Services – x8-2139; plaid@andrew.cmu.edu

Community Housing – x8-4990; commhous@andrew.cmu.edu

www.housing.cmu.edu/CommunityHousing/

LIVING OFF CAMPUS

Off-campus, non-university housing within walking distance from campus is available in Oakland, Shadyside and Squirrel Hill. Other neighborhoods near campus include Bloomfield, East Liberty, Friendship, and Point Breeze. Compared to most cities, housing rates around Pittsburgh are very reasonable and even the expensive areas cost significantly less than many other urban campuses. In neighborhoods surrounding the university one-year leases are usually required for apartments. There is a city zoning regulation, now being enforced carefully, that prohibits more than three unrelated persons from living in the same house or apartment.

To aid graduate students in finding off-campus housing within the vicinity of Carnegie Mellon, the office of Housing and Dining Services offers free use of the Community House Registry. Most postings to the Community Housing Web site are locations within two miles of the university. The Registry includes a wealth of information and resources including a roommate registry to assist students in identifying potential roommates. For more information about moving to and living in Pittsburgh, visit the Community Housing Web site at www.housing.cmu.edu/communityhousing/. To access the registry:

First-time access for users with a Carnegie Mellon email address:

1. Access the community housing Web page at www.housing.cmu.edu/communityhousing/.
2. Select "Search Vacancy Listings."
3. Enter your Carnegie Mellon email address and check the box to request a password.
4. Your password will be sent to your email address immediately. Passwords expire monthly so you will have to request another password if you need additional time to search the database.
5. Re-enter to the community housing Web page by going to the www.housing.cmu.edu/communityhousing/ site and selecting "Search Vacancy Listings". Enter your Carnegie Mellon email address and password to access the listings.

First-time access for users who DO NOT have a Carnegie Mellon email address:

1. Access the password request form at <http://pr.housingregistry.us/cmu/>.
2. List all information requested. The starting date is the day you will arrive to campus or your first day of employment.
3. Students: You will be prompted to list the department/college you will enroll and your advisor's name. If you don't know your advisor's name yet, you can list your enrollment counselor or a department/ college representative you are in communication with.
4. Your password will be sent to your email address once your request is approved. This may take 1 – 2 business days. Passwords expire monthly so you will have to request another password if you need additional time to search the database.
5. Re-enter the Community Housing Web page and select "Search Vacancy Listings" to access the listings.

HERE ARE OTHER WAYS TO FIND OFF-CAMPUS HOUSING:

Bulletin Boards

Students looking for housing or roommates and those offering housing often post notices on cork bulletin boards located in the University Center and other buildings on campus. Also, the local *pgh.apartments* and *cmu.misc.market.apartments* electronic bulletin boards are helpful sources of housing possibilities.

Campus Media

The Tartan and *The Pitt News* usually have classified ads listing available housing.

City newspapers such as *The Pittsburgh Post-Gazette*, *Pittsburgh Tribune-Review*, or *City Paper*.
Craigslist at pittsburgh.craigslist.org

TEMPORARY CLOSING OF THE UNIVERSITY

This policy is available in full on-line at www.cmu.edu/policies/documents/Closing.html.

UNIVERSITY POLICE

300 South Craig Street, Room 199, EMERGENCY x8-2323, non-emergency x8-6232
www.cmu.edu/police

The University Police Department provides 24-hour campus patrol, as well as the following services:

OPERATION ID

University Police sponsors a free program for registering valuable property. The articles are engraved with a special identification number registered with the police department. In addition, we recommend registering your bicycle and laptop computer with University Police if you will be bringing one to campus.

EMERGENCY MEDICAL TRANSPORTATION

Contact University Police if you have a medical emergency when the Health Center is closed. The officers will help you receive proper medical attention.

ESCORT SERVICE

8-RIDE or 412-268-7433

Hours: Every day, 6:30 p.m.-6:40 a.m.

The University Police Department operates a late-evening Escort Van Service to academic buildings and residence halls on campus and to student residences within a 1-1/2 mile radius of campus. For details, go to www.cmu.edu/police/escort.htm

SHUTTLE BUS SERVICE

Hours: Every day, 6:45 a.m.-10:45 p.m.

The Shuttle Service operates two routes on a regular basis—the Oakland route and the Pittsburgh Technology Center route. Shuttle buses depart the main campus from Morewood Gardens. The Oakland shuttle buses operate on a pre-established route that is determined by the locations of official university off-campus housing. Any Carnegie Mellon student may take the shuttle. You can pick up a shuttle schedule at the University Police Office or the Student Center Information Desk. For details, go to www.cmu.edu/police/escort.htm

EMERGENCY TELEPHONES

There are 53 emergency telephones located around campus. In an emergency, pick up any emergency phone. You will automatically get through to University Police and they will know where you are. Help will arrive quickly. Look for yellow boxes marked “POLICE EMERGENCY PHONE” and/or green pillars with blue lights on the top marked “EMERGENCY” in the following locations:

Baker Hall

At the entrance gate to parking area #2

CIC

Outside main entrance, adjacent to steps from Facilities Management Services building

College of Fine Arts

Fourth floor adjacent to Room 405

Third floor across from Room 312

Mezzanine floor at the north end of the building (parking lot side)

Ground level entrance off of parking area #1

Cyert Hall

East stairs, basement level

Center stairs, basement level

Delta Upsilon

On Forbes Avenue next to driveway alongside fraternity house

Doherty Apartments

Mounted on the wall, exterior of “A” tower; and on driveway entrance to parking lot

Doherty Hall

Outside of the main entrance of the building near the bicycle racks, Cut side of the building

Second basement level near Room B303

Donner Hall

Mounted at the rear of the building outside of the Field House, at parking area #2

East Campus Garage

Outside, adjacent to northeast corner, on Forbes Avenue at Beeler Street

Fraternity Mall

Mounted on the wall, at the exterior of the Kappa Delta Rho Fraternity

Gesling Stadium

East end of the football field under the scoreboard

Gymnasium

First floor just inside the main entrance

First floor at the women’s locker room

In the basement, near Crew Room

Hamburg Hall

Mounted on south wall, facing Smith Hall

On the southwest corner of the building, to the left of the driveway entrance off Forbes

On the northwest corner of the building, facing Forbes Avenue

Hamerschlag Hall

Mounted off of the “C” level exit facing Scaife Hall

Hill Dormitory Area

Mounted on the rear of Boss Hall, facing Hamerschlag House

Margaret Morrison Apartments

Sorority balcony area near the elevator

Margaret Morrison (MMCH) Building

First floor hallway near the elevator

Children’s School exit facing the tennis courts

Mellon Institute

Mounted on the exterior wall, third floor loading dock entrance

Inside the third floor loading dock entrance on the counter

Inside the Library, fourth floor

Morewood Gardens

Outside of “E” tower, at the rear of the building;

and in courtyard outside the entrance to A tower.

By the steps outside the entrance to A tower on Morewood Ave.

Morewood Parking Lot

North end, at the entrance to the sidewalk pathway to Devonshire Road (blue light phone)

Mudge House

“A” tower basement level

Outside the building attached to the fire department control panel

Newell-Simon

At the north entrance, facing Smith Hall

Outside, on east entrance

Inside the tunnel leading to Smith Hall

Stever House (formerly New House)

On Morewood Avenue, in front of building

Peace Garden

Outside Hunt Library on east side

Pittsburgh Technology Center

Entrance to Parking Lot

Porter Hall

Close to the driveway to Scaife

Purnell Center

Mounted on the exterior wall, loading dock entrance

Mounted on the exterior wall, main entrance (south end)

Outside, on north end of building on column

Scobell Hall

On Margaret Morrison Street, by driveway

Smith Hall (formerly Building "B")

Mounted on exterior wall of building, facing the

Gates Center construction site

Tepper School of Business

Outside the front entrance, at the intersections of

Tech and Frew streets

University Center

Lower level near the elevator

Near the pool, outside the women's locker room

Outside, on east entrance

Outside, on north entrance

Outside, on west entrance

Outside, on south entrance

Wean Hall

Mounted on the wall, fifth floor, at the main
elevators

Woodlawn Apartments

On northeast corner of building facing Margaret
Morrison Street

Note to International Students

Law enforcement agencies differ greatly from nation to nation. Because some of our international students may not be aware of the way American law enforcement agencies work, they may become easy targets of criminals posing as police officers or security guards. You should be aware that an American police officer will never ask you to withdraw money from your bank account.

Guidelines for University Living

The guidelines that follow govern the normal practice of the university in the conduct of its affairs and are designed to protect the rights and freedoms of all segments of the university community. These guidelines, and those published in the catalog, have the force of regulations and are binding on all members of the university community. Violation of a university policy can be grounds for disciplinary action.

BASIC BUILDING ETIQUETTE

The following list outlines general etiquette guidelines concerning university buildings. For more information, please refer to the following:

- Pets are not permitted in any university building.
- Bicycles, in-line skates (i.e., rollerblades) or skateboards should be enjoyed outside, being aware of fellow non-wheeled pedestrians.
- Smoking should occur in designated areas only.
- Please do not eat or drink in university libraries or computer clusters.
- Posters should be displayed on public bulletin boards and removed when expired.
- Please use earphones when listening to recordings in public places.
- Report all graffiti and vandalism to Campus Security.

Everyone appreciates a safe, clean and friendly campus environment, which is only achieved through the participation and cooperation of all members of the university community.

COMMUNITY RESPONSIBILITY

Carnegie Mellon values diverse opinions and active discourse as an academic community. The following policies provide guidelines for community living that foster mutual respect and consideration for others while preserving individual rights.

CONTROVERSIAL SPEAKERS

This policy is available on-line: www.cmu.edu/policies/documents/FreeSpeech.html

The following statement, abridged from a resolution by the Pittsburgh Council on Higher Education and adopted by the University Board of Trustees, establishes the principle governing the right of the university to invite speakers to address the campus community.

If men and women are to value freedom, they must experience it. If they are to learn to choose wisely, they must know what the choices are; and they must learn in an environment where no idea is unthinkable and where no alternative is withheld from their consideration.

The assumptions of freedom are that men and women will more often than not choose wisely from among the alternatives available to them and that the range of alternatives and their implications can be known fully only if men and women can express their thoughts freely.

When as they will, speakers from within or from outside the campus challenge the moral, spiritual, economic or political consensus of the community, people are uneasy, disturbed and at times outraged. In times of crisis, this is particularly true. But freedom of thought and freedom of expression cannot be influenced by circumstances. They exist only if they are inviolable. They are not matters of convenience but of necessity. This is a part of the price of freedom.

For their part, colleges and universities must hold vital the students' right to know. When so-called controversial speakers are invited to the campus by a recognized campus organization, they speak not because they have a right to be heard but because the students have a right to hear. It is the students' right to hear that the university must defend if it is to serve its high function in society.

DISORDERLY CONDUCT

Disorderly conduct is ordinarily defined as the use of abusive or obscene language or gestures to/by a member of the campus community, publicly intoxicated behavior or persistence, after a request to desist, in behavior which inconveniences or impedes other members of the campus community in their proper use of or passage through the campus area. It constitutes a basis for university disciplinary action and may result in the issuance of commonwealth citations or criminal actions. *Last revised: Spring 1999.*

FREE SPEECH AND ASSEMBLY POLICY

This policy is available on-line: www.cmu.edu/policies/documents/FreeSpeech.html

Carnegie Mellon University, a private university chartered under the corporation laws of the Commonwealth of Pennsylvania, encourages freedom of speech, assembly and exchange of ideas. This includes the distribution of leaflets and petitions, as well as demonstrations or protests involving speaking, discussion or the distribution of information.

All persons may distribute printed material, offer petitions for signature, make speeches and conduct other similar activities outside university buildings.

The only limits on these activities are the rights of the members of the university community and the maintenance of the normal functioning of the university. No activities that harm individuals, damage or deface property, block access to university buildings or disrupt classes will be permitted. The enforcement of these restrictions will not depend in any way on any subject matter involved in a protest or demonstration.

HARASSMENT

Carnegie Mellon is firmly committed to intellectual honesty, freedom of inquiry and expression and respect for the dignity of each individual. Acts of harassment or intimidation of any member of the community are inconsistent with this commitment and will not be tolerated. Such acts may include, but are not limited to, cases involving race, ancestry, color, national origin, gender, disability, religion, creed, belief, age, veteran status or sexual orientation.

Any such harassment or intimidation of a student should be referred to the dean of student affairs for resolution. Acts of harassment or intimidation may be referred by the dean of student affairs to the Human Relations Commission or the University Committee on Discipline.

NOISE, EXCESSIVE

Indoor activity that can be heard outside a university building must be confined to the hours listed below:

Friday	4:30 p.m. to midnight
Saturday	4:30 p.m. to midnight
All other days	4:30 to 7 p.m.

Any excessive noise that results in a reasonable complaint from residents within or beyond the campus must be reduced in volume immediately by the student or organization responsible for it, upon notification by a Campus Police officer or staff member. Failure to meet such a reasonable request from a university officer is punishable by an immediate citation and/or disciplinary action. *Last revised: Spring 1998.*

NON-DISCRIMINATION

STATEMENT OF ASSURANCE

This policy is available on-line: www.cmu.edu/policies/documents/SoA.html

Carnegie Mellon University does not discriminate and Carnegie Mellon University is required not to discriminate in admission, employment, or administration of its programs or activities on the basis of race, color, national origin, sex or handicap in violation of Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 or other federal, state, or local laws or executive orders.

In addition, Carnegie Mellon University does not discriminate in admission, employment or administration of its programs on the basis of religion, creed, ancestry, belief, age, veteran status, sexual orientation or gender identity. Carnegie Mellon does not discriminate in violation of federal, state, or local laws or executive orders. However, in the judgment of the Carnegie Mellon Human Relations Commission, the Presidential Executive Order directing the Department of Defense to follow a policy of, "Don't ask, don't tell, don't pursue," excludes openly gay, lesbian and bisexual students from receiving ROTC scholarships or serving in the military. Nevertheless, all ROTC classes at Carnegie Mellon University are available to all students.

Inquiries concerning application of these statements should be directed to the Provost, Carnegie Mellon University, 5000 Forbes Avenue, Pittsburgh, PA 15213, telephone 412-268-6684 or the Vice President for Enrollment, Carnegie Mellon University, 5000 Forbes Avenue, Pittsburgh, PA 15213, telephone 412-268-2056.

Carnegie Mellon University publishes an annual campus security report describing the university's security, alcohol and drug, and sexual assault policies and containing statistics about the number and type of crimes committed on the campus during the preceding three years. You can obtain a copy by contacting the Carnegie Mellon Police Department at 412-268-2323. The security report is available at www.cmu.edu/security/stats.html

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

STUDENT ORGANIZATIONS

In order to assure adherence to this policy, Carnegie Mellon will not permit any student or other organization to operate on campus that either by affiliation with a national organization or by its own constitution, by-laws or established selection procedure or practice, discriminates against race, color, creed or national origin in the selection of its members.

Social and professional organizations, including student social groups such as fraternities and sororities, exist at Carnegie Mellon with the consent of the university. They exist because of the value that they provide to the academic community. Carnegie Mellon cannot assign sole responsibility for reviewing the operation or the practices of such organizations to any group exterior to the campus. The primary responsibility for reviewing the activities and practices of campus groups has been assigned by the university to its Division of Student Affairs.

No student organization or chapter of a national organization may exist on the campus without the ability of its officers to report directly to the administrative officers of the university on matters properly concerned with university policy.

TITLE IX OF THE EDUCATION AMENDMENTS OF 1972:

The Title IX coordinator is the vice president for enrollment.

GRIEVANCE PROCEDURE

A student who believes that rights accorded to the students under the provisions of Title IX have been denied should use the following procedures for prompt and equitable resolution of the grievance.

1. Present the grievance verbally to the faculty or staff member responsible for the activity or right that the student believes has been denied.
2. If step 1 does not resolve the grievance the student must present the grievance in written form with appropriate documentation to the department head responsible for the activity. The department head will provide in writing within 30 days a decision and the basis for it in the matter of the grievance.
3. If the student believes that step 2 does not adequately resolve the grievance or if no decision has been rendered within the 30 days provided for in step 2, the student must present copies of all documents provided to the department head in step 2 and a formal letter of appeal to the senior vice president or other university officer designated by the president for resolution of the grievance. That officer, acting for the university, will respond in writing with prompt and equitable resolution of the complaint, normally within 30 days, documenting the basis for the decision.

POLITICAL ACTIVITIES

The university applauds and encourages the interest of individuals and groups who wish to work as citizens through political channels for betterment of society. However, the university is and must remain neutral on political issues.

In the light of active political concerns of the members of the university community, guidelines have been developed to avoid the improper use of the institution's resources and facilities for political purposes. This is vital for two reasons: (1) to preserve the university's neutrality on political matters and its function as a center for freedom of thought, and (2) to assure that its tax-exempt status is protected.

All individuals and groups in the university community who wish to pursue political activities should follow the principles established by Organization Announcement 228-B, Separation of Individual's and Institution's Interests, October 1, 1970, following.

ORGANIZATION ANNOUNCEMENT

No. 228-B

Subject: Separation of Individual's and Institution's Interests

1. Members of the faculty or administration (now expanded to include all members and groups of the university community), like any other citizen, have the right to express their thinking on controversial public issues and to make it known to others. In doing so, however, they have the responsibility to make clear that they are expressing their individual views and to guard against giving the impression that they are speaking for the university.
2. When they present their views to the public, they may identify themselves by their academic title and the name of their institution if they wish to do so, but the fact that personal views are being expressed should nevertheless be made obvious.
3. University facilities, e.g., bulletin boards, campus mail, duplicating machines (now expanded to include secretarial services, computers and word processing equipment) and office supplies (not including stationery) are provided for the conduct of university business. Occasionally individuals may wish to present their private views about a subject on which they feel deeply. In such cases they may use university facilities to express them to others in the campus community, but not to the public.
 - a. If this use makes only minor demands on these facilities and does not hold up regular university business, it is quite acceptable.
 - b. If substantial use of these facilities is involved, the individual should schedule this work so that its interference with regular business is minimal and should reimburse the university for the cost of material and services.
 - c. If large numbers of messages are planned and especially if they are to be sent to groups of the public, the work should be done by a commercial organization. In any case the writer should distinguish such messages from regular university communications in an appropriate way and identify himself as the sender.

The following are explanatory and interpretive guidelines governing the application of Organization Announcement 228-B to actions and decisions on the use of Carnegie Mellon's resources and facilities for political purposes:

1. Organization Announcement 228-B applies to all members and groups of the Carnegie Mellon Community.
2. Organization Announcement 228-B should be understood to apply to letters or other written material prepared by individuals or groups in connection with the solicitation of funds and/or votes for a political candidate or party. To carry out the spirit of this Organization Announcement, it should also be understood to mean that the name or seal or other mark of the university or any of its divisions should not be used in the soliciting of funds and/or votes for a candidate or political party. Similarly, a university office, faculty or staff member's office or student activity office should not be used as a return mailing address for such solicitation.
3. Any member of the faculty, staff or administration or member of the student body engaging in political activity should make it clear that he or she is representing only him or herself and not the university. Such activities should not interfere with his or her obligation to the university.
4. In no sense should Organization Announcement 228-B or these guidelines be interpreted as in any way restricting the scholarly and educational pursuits of members of the university community, nor in any way restricting the freedom of expression or exposure to ideas of any member of the university community.

Until further notice, the provost is responsible for the administration and interpretation of these guidelines.

RIOTOUS AND DISORDERLY BEHAVIOR

Security officers have been instructed to arrest students and guests who fail to comply with reasonable requests to disperse or return to their residences when riotous or disorderly behavior is taking place. If necessary, the Pittsburgh Police will be called to assist. The university will not provide assistance to students arrested under these circumstances. *Last revised: Spring 1999.*

SEXUAL HARASSMENT

Carnegie Mellon's computer-based training program, titled, "Prevention of Sexual Harassment" is available for all students, faculty and staff at all times: www.newmedialearning.com/psh/carnegiemellon/index.htm. If you would like to speak to a sexual harassment advisor, you can call the university sexual harassment hotline, which will identify a sexual harassment advisor, at 412-268-4747.

This policy is available on-line: www.cmu.edu/policies/documents/SexHarass.html

Carnegie Mellon University is committed to maintaining a learning and work environment free from sexual harassment. Carnegie Mellon is dedicated to the free exchange of ideas and the intellectual development of all members of its community. For this exchange and development to take place freely, the institution promotes the confidence to work, to study, to innovate and to perform without fear of harassment.

Sexual harassment is specifically prohibited by Carnegie Mellon University. The definition of sexual harassment as formulated by the Federal Equal Employment Opportunity Commission (EEOC) has been adapted for our educational environment. The adapted EEOC definition is: any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is an explicit or implicit condition of employment, or of evaluation or advancement of a student; or
2. submission to or rejection of such conduct is used as the basis for an employment, evaluation or advancement decision; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

The free expression of ideas being essential to the mission of the University, discourse conducted in accordance with the University Policy on Free Speech and Assembly and with the statement on Academic Freedom and Responsibility enunciated in the Appointment and Tenure Policy of Carnegie Mellon University, whether in written, spoken, or electronic forms, will not be regarded as creating an offensive work environment for the purposes of this definition.

Under federal, state and local legislation, employers have an affirmative duty to address the issue of sexual harassment in the workplace; to devise and adopt appropriate procedures for maintaining a working atmosphere free of sexual coercion or intimidation; and to investigate claims of sexual harassment.

All members of the University community are expected to take reasonable measures to prevent and discourage any sexual harassment from occurring; prevention should, in particular, be a guiding concern for all involved in any proceedings under this policy. Any faculty member, student or staff employee found to have violated this policy by engaging in conduct constituting sexual harassment will be subject to appropriate disciplinary action, which may include dismissal, expulsion or termination in sufficiently serious cases.

In support of its commitment to maintain an environment free of sexual harassment, the University makes sexual harassment advising as widely available as possible. To that end, the University assigns special responsibility to the persons on its Panel of Sexual Harassment Advisors. The University also provides multiple avenues, both formal and informal, for addressing incidents of sexual harassment. Informal resolution may involve the assistance of sexual harassment advisors, supervisors or other administrators. A formal complaint procedure is also available.

No person will be reprimanded or retaliated against in any way for initiating an inquiry or lodging a complaint in good faith regarding sexual harassment; any conduct constituting such a reprimand or retaliation is a violation of this policy and is equally subject to disciplinary action under it. Any person subjected to conduct perceived as a reprimand or retaliation for initiating an inquiry or lodging a complaint in good faith regarding sexual harassment should promptly report all relevant information to one of the sexual harassment policy coordinators (the administrators charged with the supervision of all matters relating to sexual harassment). The University is also committed to protecting the rights of any person against whom an allegation of sexual harassment is made.

SEXUAL HARASSMENT POLICY COORDINATORS

The coordination of matters pertaining to this policy is entrusted to the following administrators, referred to as the sexual harassment policy coordinators.

Mark Kamlet, Provost

8-6684, kamlet@andrew.cmu.edu

Barbara B. Smith, Associate Vice President and Chief Human Resources Officer

8-5070, bs2c@andrew.cmu.edu

PRINCIPLES

The following is a summary of the principles that shall govern all procedures under this Policy, to the extent permitted by law.

1. Procedures are to be fair, both in substance and in perception, to all persons concerned, to the various constituencies and to the Carnegie Mellon community.
2. All persons concerned are to be treated with respect and impartiality.
3. The protection of the privacy of all persons, to the extent compatible with the purpose of this Policy, requires that strict confidentiality be maintained.
4. Informal resolution of allegations of sexual harassment is very important and is to be encouraged.
5. When a formal complaint is processed, both parties must be provided access to all charges, claims and other relevant information.
6. Persons providing advice or called upon to investigate allegations of sexual harassment will be thoughtfully chosen and properly trained.
7. All procedures should be implemented as expeditiously as is consistent with their integrity and fairness.

SEXUAL HARASSMENT ADVISORS

Trained advisors are available to talk with members of the community who have questions or concerns about sexual harassment. They can also provide information about established guidelines and procedures for dealing with issues of sexual harassment and its prevention, and will help individuals pursue effective courses of action. In the exercise of their functions, the sexual harassment advisors will maintain the greatest degree of confidentiality consistent with their responsibilities as university representatives.

PANEL OF SEXUAL HARASSMENT ADVISORS

David Krackhardt, Professor of Organization & Public Policy,

Hamburg Hall 2112B, 8-4758, krack@cmu.edu

Donna Marano, Staff Council Representative

Porter Hall 119C, 8-2942, donna@cmu.edu

Scott Sandage, Assistant Professor of History

Baker Hall 236, 8-2878, sandage@andrew.cmu.edu

Suzanne Slavick, Professor of Art

CFA 404, 8-7155, slavick@andrew.cmu.edu

Gloriana St. Clair, University Librarian,

Hunt Library Administrative Offices, 8-2447, gstclair@andrew.cmu.edu

Cynthia Valley, Director, Counseling and Psychological Services

Morewood Gardens E-Tower, 8-2922, cv2a@andrew.cmu.edu

HUMAN RESOURCES ADVISORS

Jill Diskin, Director of Software Engineering Institute Human Resources

Software Engineering Institute 1204, 8-9571, jd51@andrew.cmu.edu, home phone: 412-687-9898

Everett Tademey, Assistant VP for Diversity and Equal Opportunity Services,

Whitfield Hall 200, 8-1018, et19@andrew.cmu.edu, home phone: 412-243-2950

Freida Williams, Human Resources Representative

Whitfield Hall 205, 8-5081, freidaw@andrew.cmu.edu, home phone: 412-337-5878

RESPONSIBILITY OF SUPERVISORS

Supervisors are responsible for maintaining an environment that is free of sexual harassment. A supervisor observing any conduct constituting sexual harassment, or receiving a report of such conduct, is required to proceed as follows:

1. Contact and consult with a Human Resources Sexual Harassment Advisor,
2. Investigate the matter immediately, preferably with the assistance of the sexual harassment advisors or policy coordinators,
3. Take the necessary corrective action within the scope of his or her authority.

Note: For the purposes of this policy, the term supervisor denotes a university employee who has been given the authority to evaluate, direct, reward or discipline one or more other employees and/or students, or to effectively recommend such action.

INFORMAL PROCEDURES

Any member of the University community, whether faculty member, student or staff member, who believes she or he has been subjected to sexual harassment or knows of the occurrence of probable sexual harassment is strongly urged to immediately contact one of the sexual harassment advisors or policy coordinators directly or with the help of the sexual harassment hot-line. Because of the sensitivity of sexual harassment issues, an advisor will then promptly endeavor to thoroughly review the matter with the person making the allegations to determine whether sexual harassment appears to have occurred, and proceed, in consultation with the person having brought the matter to the advisor and a sexual harassment policy coordinator, to take or recommend appropriate action. Such action may be, for example, obtaining an informal agreement to stop the harassment, or reporting to an appropriate supervisor. All reviews conducted with the assistance of a sexual harassment advisor will be designed to consider the privacy of all parties concerned and to minimize suspicion toward any of them.

Note: This policy places great importance on the success of supervisors in taking early, effective action in response to reports of sexual harassment concerns. The policy works best when supervisors are informed and can act to alert members of Carnegie Mellon University to alter behaviors that may otherwise evolve into sexual harassment.

FORMAL COMPLAINT

A person who believes that she or he has been subjected to sexual harassment may choose, either initially or after having sought a resolution through consultation with a sexual harassment advisor and/or through a report to a supervisor, to lodge a formal complaint. A formal complaint must be lodged no later than one year after the most recent conduct alleged in the complaint to constitute sexual harassment. The lodging and processing of a complaint does not preclude the possibility of an informal resolution of the matter.

Anyone considering lodging a formal complaint is required to contact a sexual harassment advisor for advice. Merely discussing an intended complaint with an advisor does not commit one to actually lodging the formal complaint.

The procedures devised for the handling and disposition of a complaint are designed to consider the privacy of all persons involved in the complaint. Every effort is to be made to preserve confidentiality to the extent compatible with fairness and with the constraints of the law.

SANCTIONS

Appropriate sanctions may be imposed for violation of this Policy, regardless of whether there has been a formal complaint. The sanctions will depend on the circumstances and the gravity of the violation, and may range from reprimand to dismissal, expulsion or termination.

The decision to impose sanctions and the procedure for imposing them shall conform: in the case of a member of the regular, research or special faculty or a lecturer-track appointee, to the provisions of the section on Dismissal for Cause and Other Sanctions of the Appointment and Tenure Policy of Carnegie Mellon University (except that action regarding such a person's administrative appointments is at the discretion of the president); in the case of a student, whether undergraduate, graduate or special, to the provisions in the section on Discipline in the Student Handbook; in the case of a staff member, to the provisions in the section on Staff Relations in the Staff Handbook, unless superseded by the provisions of an applicable collective bargaining agreement.

SEXUAL ASSAULT POLICY

This policy is available on-line: www.cmu.edu/policies/documents/Assault.html

The Carnegie Mellon University community is committed to the standard that all members of the community shall be able to pursue their interests free from non-consensual sexual contact. Therefore, it is a violation of Carnegie Mellon's community standards to have sexual contact with any member of the community without the clear freely chosen consent of those involved.

Persons bringing action under this policy are encouraged to pursue the incident through the criminal justice system and/or the university disciplinary system. No disciplinary or other action is taken in such cases without the clear, informed agreement of the individual bringing the charge forward. The university provides advice and emotional support to assist any individual in better understanding and pursuing the matter through one or both of these judicial systems. In addition, the university provides direct medical treatment and counseling.

referral to additional medical and counseling support where appropriate, and other support to any individual involved in such an incident.

These cases are dealt with in a confidential, supportive and discrete manner. Any individual involved in such an incident may contact the Campus Police 24 hours a day at x8-2323. The university has a panel of sexual assault advisors available to assist any individual involved in such an incident. These advisors include students and staff and may be contacted through the Campus Police or through the Office of the Dean of Student Affairs at 8-2075 or through Counseling & Psychological Services at 8-2922. Students contacting any of these offices should simply tell the receptionist that they would like to discuss a sexual assault and they will immediately be put through to the appropriate advisor. Students should contact one of these advisors at any time to discuss an incident or a concern relating to sexual assault.

All members of the university community are encouraged to take every measure available to eliminate rape and sexual assault on this campus. In addition to campus educational efforts, peer influence will be central to protecting members of the community from assault. Any student aware of a sexual assault on the campus is encouraged to contact the Campus Police, the Student Life Office or one of the sexual assault advisors immediately. Students should also be aware of the university policy against sexual harassment, a summary of which can be found in this handbook.

HEALTH AWARENESS

Carnegie Mellon provides a number of resources, on and off campus, to assist members of the community who are impacted by health-related issues. The following policies are intended to provide vital educational and legal information, regarding specific health issues, in order to heighten awareness among the campus community.

ALCOHOL POLICY

This policy is available in full on-line: www.cmu.edu/policies/documents/DrugAlcohol.html

Carnegie Mellon University faculty, administrators, staff and students recognize the responsibility and potential harm inherent in the use of alcoholic beverages. The university is committed to supporting the laws of the Commonwealth of Pennsylvania and reflects that support in its policies and procedures. Carnegie Mellon will respect the basic human and civil rights traditionally afforded to all members of the university community.

The law of the Commonwealth of Pennsylvania concerning the use of alcoholic beverages reads as follows:

SECTION 6308 (A)

A person commits a summary offense if he/she, being less than 21 years of age, attempts to purchase, chases, consumes, possesses or knowingly and intentionally transports any alcohol, liquor or malt beverages within the Commonwealth.

Violations

- Maximum penalty: \$300 fine.
- Additional penalty for subsequent: \$500 fine.
- Police required to notify parents.
- Immediate suspension of operator's license for 90 days. First offense: 90 days suspension; Second offense: one-year suspension; Subsequent offenses: two-year suspension.

SECTION 6309 (A)

A person is guilty of a misdemeanor of the third degree if he/she knowingly, willfully and falsely represents to any licensed dealer or other person, any minor to be of full age, for the purpose of inducing any such licensed dealer or other person, to sell or furnish any intoxicating liquors to a minor.

Violations

- Maximum penalty: one-year imprisonment.
- Minimum penalty: \$300 fine.

SECTION 6310.1 (A)

A person commits a misdemeanor of the third degree if he/she intentionally and knowingly sells or intentionally and knowingly furnishes or purchases with the intent to sell or furnish, any liquor or malt beverage to a person who is under 21 years of age.

Violations

- Maximum penalty: one-year imprisonment.
- Minimum penalty: \$1,000 fine for first violation; \$2,500 fine for subsequent violations.

SECTION 6310.6

Definitions: "Furnish" to *supply, give or provide* to or *allow* a minor to possess on premises or property owned or controlled by the person charged.

SECTION 6310.7(A)

A person commits a summary offense if he/she intentionally and knowingly sells or furnishes nonalcoholic beverages to any person under 21 years of age. Definition: "nonalcoholic beverages" means any beverage intended to be marketed or sold as nonalcoholic beer, wine or liquor having some alcohol content but does not contain more than 0.5% by volume.

Violations

- Maximum penalty: \$300.

LIQUOR CODE TITLE 47 SECTION 4-493.1

Unlawful acts relative to liquor, malt and brewed beverages and licensees.

It shall be unlawful-

Furnishing liquor or malt or brewed beverages to certain persons

1. For any licensee or the board, or any employee, servant, agent of such licensee or of the board, or any other person, to sell, furnish or give any liquor or malt or brewed beverages to be sold, furnished or given, to any person visibly intoxicated, or to any insane person, or to any minor, or to habitual drunkards, or persons of known intemperate habits.

The following university policy will govern university social activities on and off campus at which alcoholic beverages will be served. University social activities are any social activities on university property or for which university funds or other resources are used. All members of the university have an individual and collective responsibility to adhere to the following policy:

1. In all circumstances, the university expects its faculty, administrators, staff, students, alumni and their respective guests to conduct themselves both individually and collectively in a responsible manner. Illegal, abusive or excessive consumption of alcohol resulting in interference with the rights of other persons, personal injury or damage to property will result in severe disciplinary action, beginning with monetary sanctions, up to and including suspension or expulsion.
2. In residential areas such as private residence hall rooms, campus apartments, fraternities or sororities, there exists an expectation of privacy; however, in these areas, members of the university and their guests are still governed by the federal, state and local laws and will be responsible for their own behavior. In addition, any actions which violate the law and or the rights of others, or in some way damage personal or public property, will result in the loss of the above mentioned privacy rights and will be cause for university intervention and enforcement.
3. Permission to serve alcoholic beverages where students will be in attendance can only be obtained through the associate dean of student affairs. Before permission is given, a dean, department head, faculty member or a staff member who is on the exempt payroll must take personal responsibility for ensuring that alcoholic beverages are served only to those persons who are of legal age. Such responsibility may be assumed only after completing the Social Host Responsibility session offered through the Campus Security Office. This session will be offered periodically throughout the year, Please contact the Campus Security Office at x8-2323 for details.
4. In addition, the following guidelines must be observed for all events:
 - a. Social activities at which alcoholic beverages are served must take place in an area that is private or semi-private. Privacy is determined by the ability to control access to the area of the social activity and limit attendance to invited guests only. Alcoholic beverages are not to be consumed anywhere outdoors on the grounds of Carnegie Mellon. Therefore, alcoholic beverages are prohibited at social activities on the Cut, on the Mall, on the fraternity area grounds, on housing grounds, on the athletic field or on any other similar outdoor area either owned or used by the university.
 - b. A fee must never be charged for the service of alcohol unless the appropriate Pennsylvania Liquor Control Board licensing procedures have been completed. Social activities where a fee is charged for the service of alcohol may be held at the University Center, where the Faculty Club currently holds a liquor license.

- c. Public advertising of events at which alcohol is to be served must not include any reference to alcohol, nor may such events be publicly posted outside of the university community.

All questions involving interpretation of this policy should be directed to the Office of Legal Affairs.

DANGEROUS DRUGS

This policy is available in full on-line: www.cmu.edu/policies/documents/DrugAlcohol.html

The Federal Penalties & Sanctions for Illegal Possession of a Controlled Substance are as follows:

21 U.S.C. 844(A)

First conviction: Up to one year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.

After one prior drug conviction: At least 15 days in prison, not to exceed two years and fined at least \$2,500

but not more than \$250,000, or both. *After two or more prior drug convictions:* At least 90 days in prison,

not to exceed three years and fined at least \$5,000 but not more than \$250,000, or both. *Special sentencing*

provisions for possession of crack cocaine: Mandatory at least five years in prison, not to exceed 20 years and fined up to \$250,000, or both if:

1. First conviction and the amount of crack possessed exceeds five grams.
2. Second crack conviction and the amount of crack possessed exceeds three grams.
3. Third or subsequent crack conviction and the amount of crack possessed exceeds one gram.

21 U.S.C. 853(A)(2) AND 881(A)(7)

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one year imprisonment. (See special sentencing provisions re: crack.)

21 U.S.C. 881(A)(4)

Forfeiture of vehicle, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844(A)

Civil fine of up to \$10,000 (pending adoption of final regulations).

21 U.S.C. 853(A)

Denial of federal benefits, such as student loans, grants, contracts and professional and commercial licenses, up to one year for first offense, up to five years for second and subsequent offenses.

8 U.S.C. 922(G)

Ineligible to receive or purchase a firearm.

MISCELLANEOUS

Revocation of certain federal licenses and benefits, for example, pilot licenses, public housing tenancy, etc., which are vested within the authorities of individual federal agencies.

PENNSYLVANIA PENALTIES AND SANCTIONS

Misdemeanors

1. **Misrepresentation:** It is unlawful for any person to acquire or obtain possession of a controlled substance by misrepresentation, fraud, forgery, deception or subterfuge.
Penalty: Imprisonment for one year, a fine of \$5,000, or both.
2. **Possession:** It is unlawful for a person to knowingly or intentionally possess a controlled or counterfeit substance unless he/she is registered under the act or obtains the substance by use of a valid prescription.
Penalty: In the case of a first offense, imprisonment for one year, a fine of \$5,000, or both. In the case of a second offense, imprisonment for three years, a fine of \$25,000, or both.
3. **Possession and distribution of a small amount of marijuana (30 grams of marijuana or eight grams of hashish):** It is unlawful for a person to possess a small amount of marijuana for personal use; to possess it with the intent to distribute it; or to distribute it.
Penalty: Imprisonment for 30 days, a fine of \$500, or both.
4. **Use and delivery of paraphernalia:** It is unlawful for a person to use, deliver or possess, with the intent of using or delivering, paraphernalia (such as grow kits, pipes, needles and roach clips) to grow, conceal or ingest drugs.
Penalty: Imprisonment up to one year, a fine of \$2,500, or both.

Felonies

1. **Delivery:** It is unlawful for a person to manufacture, deliver or possess, with intent to manufacture or deliver, a controlled substance by a person not registered under this act.

Penalty: In the case of most opiates, imprisonment for 15 years, a fine of \$250,000, or both; in the cases of most hallucinogens, imprisonment for five years, a fine of \$15,000, or both; in the cases of most drugs available legally under prescription, imprisonment for three years, a fine of \$10,000, or both.

Note: Manufacture means the production, preparation, propagation, compounding, conversion or processing of a controlled substance.

CARNEGIE MELLON STUDENT POLICY ON ILLEGAL DRUGS

The university cannot deny access to its property to properly constituted law enforcement agents. Therefore, activity involving the unlawful use of or sale of drugs by one student may also, by bringing law enforcement agents to the campus, risk compromising the privacy of the academic community. With the legal and medical welfare of the student in mind, the university cannot approve medically unsupervised use, possession or distribution of drugs. When such medically unsuspected use, possession or distribution of drugs comes to the attention of the university, the student will be subject to disciplinary action which could include suspension or expulsion.

In any instance where a violation of the laws concerning drugs occurs on the Carnegie Mellon campus or in connection with the activities of Carnegie Mellon's students, the disciplinary policy of the school will permit taking action beyond or separate from any which may be taken by civil authorities.

Campus Police officers at Carnegie Mellon follow the state rules of criminal procedure and rules of evidence when discovering illegal drugs on campus, and then take appropriate legal action.

The medically unsupervised possession, use of or distribution of potentially harmful drugs such as marijuana, hallucinogens, amphetamines, barbiturates and opiates is illegal and subject to very harsh penalties. Although the university does not assume the responsibility of acting as an arm of the law, members of the academic community have no immunity from enforcement of the law. Use of many of these drugs may threaten the physical and mental health of the user. Use by one student may also threaten the welfare of other students. Distribution by any student clearly threatens the welfare of the academic community.

POLICY ON AIDS (IN THE CARNEGIE MELLON ENVIRONMENT)

This policy is available on-line: www.cmu.edu/policies/documents/Aids.html

What follows is a summary of the policy.

POLICY STATEMENT

Carnegie Mellon University recognizes the serious nature of the public health problems of Acquired Immune Deficiency Syndrome (AIDS) and the threat it poses to the campus community. Carnegie Mellon views AIDS as it does any other chronic illness and therefore does not approve of and will take action against cases of discrimination or harassment based on a person's actual or suspected Human Immunodeficiency Virus (HIV) status. Carnegie Mellon will exercise full, reasonable care to protect the health and safety of faculty, staff and students and will offer ongoing education and support services as part of this commitment. This policy is consistent with and acts in conjunction with applicable federal, state and local laws including ADA and OSHA standards as well as university policies relating to harassment, discrimination, workplace accommodation and related university services. It may be revised as more facts about the disease are learned.

REASON FOR THE POLICY

This policy was developed to make known the university's position on treatment of actual AIDS occurrences and related issues within the Carnegie Mellon environment and to address the needs of afflicted individuals. Current medical knowledge indicates that those individuals infected with HIV pose no threat to other students or employees in an academic setting because the virus is not transmitted through casual contact: it is transmitted only through the exchange of certain bodily fluids. The university is committed to an educational campaign designed to influence behaviors, especially relating to safety in the workplace, safer sexual practices and the use of condoms, in order to limit spread of the virus.

The United States Centers for Disease Control have repeatedly affirmed that there is no recognized risk of infection created by casual kissing, contact with skin not contaminated with blood or living in the same house as, eating food handled by, being coughed or sneezed upon by or swimming in a pool with an infected person. These facts, derived from the best epidemiological data available, serve in concert as the basis for this policy.

For information on penalties for violations, educational awareness, health service, HIV testing and additional information on this policy, please consult the Web address cited above or, for a complete version of the policy, call x8-2142.

AREA AIDS RESOURCES

Allegheny County Health Department	412-578-8332
3441 Forbes Avenue, Pittsburgh, PA 15213	
Carnegie Mellon University	
Counseling & Psychological Services	412-268-2922
1060 Morewood Avenue, Pittsburgh, PA 15213	
Employee Assistance Program	1-888-267-8126
Student Health Services	412-268-2157
1060 Morewood Avenue, Pittsburgh, PA 15213	
University of Pittsburgh	
Pitt Men’s Study	412-624-2008
Department of Infectious Diseases and Microbiology	
P.O. Box 7319, Pittsburgh, PA 15213	
Pittsburgh AIDS Center for Treatment	412-647-7228
DeSoto and O’Hara, Pittsburgh, PA 15213	
National HIV/AIDS Information Service	1-800-342-AIDS (2437)
24-hour hotline/United States Centers for Disease Control	
PERSAD Center	412-441-9786
5150 Penn Avenue, Pittsburgh, PA 15224	

CONTACTS

Questions concerning this policy or its intent are to be directed to:

Anita Barkin , Director of Student Health Services	x8-2157
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UNIVERSITY SMOKING POLICY

This policy is available on-line: www.cmu.edu/policies/documents/Smoking.html

Carnegie Mellon University has a vital interest in maintaining a healthy and safe environment for its students, faculty, staff and visitors, while responding sympathetically to individual choice. Consistent with these concerns and in response to the City of Pittsburgh ordinance prohibiting smoking (Pittsburgh Code Title Six, Article 1, Chapter 617), the following policy has been established to restrict smoking in most areas and to provide procedures for accommodating the preferences of both smokers and non-smokers.

DEFINITION

Smoking is defined as the inhaling, exhaling, burning or carrying any lighted cigar, cigarette, pipe or other combustible substance in any manner or in any form.

POLICY

It is the policy of Carnegie Mellon University to provide smoke-free areas for students, faculty, staff and visitors within the existing facilities to the maximum extent possible. Where the needs of persons who smoke and the needs of non-smokers to breathe smoke-free air conflict, the need to have smoke-free air shall have priority.

Therefore, all Carnegie Mellon University building and transportation vehicles are designated as follows:

- Smoking is not permitted within 20 feet of any entrance to any Carnegie Mellon facility, air intake, or where posted.
- Smoking is permitted in areas specifically designated and posted as smoking areas. The university’s Environmental Health and Safety department, in cooperation with management of the affected depart-

ment and guided by the City of Pittsburgh ordinance, is responsible for designating and posting signs in smoking areas.

- University-owned residence halls will be smoke-free by the Fall of 2004. Fraternities and sororities will work toward an agreement, consistent with the university policy, during the 2003-04 school years.
- Smoking is prohibited at all times in shuttle buses, escort vans and Campus Police vehicles.

For specific details on this policy and smoking locations, please consult the Web address cited above.

QUESTIONS

Officials in the following offices are available to answer questions about this policy.

Questions On:	Contact:	Extension:
Signage	Environmental Health and Safety	x8-8182
Effect on student	Student Affairs	x8-2075
Effect on faculty	Provost's Office	x8-6684
Effect on staff	Employment Manager <i>or</i> Area Supervisor or Human Resources Representative	x8-4747

SAFETY AND SECURITY

As a member of the Carnegie Mellon campus, each student is responsible for knowing and adhering to his/her role and obligation in creating a safe and secure environment. The following section addresses issues pertaining to individual and community safety.

BICYCLES/WHEELED TRANSPORTATION POLICY

This policy is available online: www.cmu.edu/policies/documents/Bikes.html

POLICY STATEMENT

The purpose of this policy is to provide regulations for a safe and convenient environment for bicycles and other wheeled transportation permitted on campus walkways (e.g. skateboards, in-line skates and motorized carts), while at the same time providing for the safety of all members of the campus community. These regulations do not apply to transportation for persons with disabilities. (e.g., wheelchairs).

POLICY

The operation on campus of bicycles (i.e., vehicles propelled solely by human powered pedals) is subject to the provisions of the Pennsylvania Motor Vehicle Code. Campus Security can provide information on how to obtain a copy of the Pennsylvania Driver's Manual. It is Carnegie Mellon's goal to provide regulations for a safe and convenient environment for bicycles and other wheeled transportation (e.g., skateboards, in-line skates and motorized carts), while at the same time providing for the safety for all members of the campus community.

Operators are required to operate at speeds that are prudent and reasonable under existing conditions. No person is allowed to operate any wheeled transportation inside any building or on any pedestrian ramp. In any circumstances, anyone using a form of wheeled transportation must yield the right of way to pedestrians.

A bicycle is parked on campus at the risk of its owner. The Campus Security Department offers a facultative bicycle registration service with the objective of helping retrieve stolen bicycles; the Pittsburgh Police may be contacted for further information. It is strongly recommended that all bicycles used, stored, parked or operated on university property be licensed with and receive registration from Campus Police. Registered bicycles will be marked by a Carnegie Mellon Registration Sticker. This sticker will note only the registration number. Owner information will be kept by Campus Police. This will allow Campus Police to notify a student, faculty or staff member if his/her bicycle is subject to removal and give him/her the opportunity to move it prior to impounding. There is no fee for registering a bicycle with Campus Police.

For operators' convenience, bicycle racks are provided at various campus locations. No bicycle shall be parked or stored in such a manner as to block entrance to or exit from any building or structure on campus, block walkways or stairs or to impede the normal movement of persons with disabilities. In addition, no bicycle or other form of wheeled transportation shall be parked, stored or left standing indoors in stairwells, hallways, foyers or any other location that violates federal, state or local fire and safety regulations.

No bicycle or other form of wheeled transportation shall be left in parking spaces provided for motor vehicles, on shrub or flower beds, or in any other places where they would hinder the travel of motor vehicles.

Finally, use of any indoor area for bicycle parking may be restricted when, in the best judgment of the person(s) responsible for the area, movement of the bicycle to that area or storage therein, interferes with the routine activities normally conducted in that area.

For additional information about this policy, removal and impoundment of bicycles, please consult the Web address cited above.

CONTACT

Questions concerning this policy or its intent should be directed to: Campus Police Department, x8-2323.

FIREARMS/WEAPONS

The possession or use of firearms, BB guns or any other weapons, firecrackers, explosives or hazardous chemicals in or near the residence halls or elsewhere on campus is prohibited. Possession or use of said firearms or any other weapons, firecrackers, explosives or chemicals, whether or not it is contrary to state law, is prohibited on campus. Violators will be subject to severe disciplinary action.

FIRE EXTINGUISHERS

Fire extinguishers are provided in residence halls and other university areas to increase the safety of the occupants. Discharging them for any reason other than extinguishing a fire is a violation of university regulations and will be subject to disciplinary action.

HAZING

Hazing is strictly prohibited. The university defines hazing as any action taken or situation created, intentionally, whether on or off university premises, to produce mental or physical discomfort, embarrassment or ridicule.

Students or groups of students who are accused of hazing are subject to disciplinary review which may result in suspension or expulsion from the university.

ID CARDS

Carnegie Mellon issues student ID cards for student identification. This card is accepted only when it is properly validated each semester at the time of enrollment. It identifies the student as a member of the Carnegie Mellon community, for admission to athletic events, for admission to certain events sponsored by the Student Government, for student elections, etc. It is not valid for the establishment of credit or other purposes outside the university and is non-transferable. Upon the request of any school official or security officer, the student should be willing to produce this card. Refusal to do so may be regarded as a basis for disciplinary action. Lost ID cards will be replaced after a replacement authorization has been issued in The HUB, WH, Lower Level and a fee of \$15 has been paid.

ILLEGAL POSSESSION OF KEYS

Students using or found having in their possession keys to any university doors or facilities that they are unauthorized to use or possess will be subject to disciplinary action.

INSPECTION OF UNIVERSITY SPACE

Authorized representatives of the university may enter any university space at any time for the purpose of inspection of facilities or for the purpose of planning or carrying out repairs and maintenance. Such inspections will normally be conducted according to announced schedules, but the university reserves the right to enter the space without prior announcement. The university may authorize entrance to an accommodation if convinced that a clear and present danger or a violation of the university's regulations requires such entrance. (This regulation applies to student housing as well as other university space.)

PARKING

The official policy can be found on-line: www.cmu.edu/parking/policies.html

The university provides a limited number of parking lots for the cars of students, staff and faculty members in various locations on the campus. Parking permits must be purchased and displayed in any vehicles parked in these lots. Applications for permits are available in the Parking Office. The University Parking Committee

has established a system of priorities to be used in allocating permits every year. The procedure is to allocate permits first to tenured faculty and senior administrators, then to other faculty and staff and then to students. In the student phase of the allocation, permits go first to graduate students, then to commuting seniors, juniors, sophomores and first-year students if received by the deadline.

For additional information about parking policies and restrictions, please consult the Web page cited above.

PETS

Dogs, cats and other pets are not permitted in any university buildings including residence halls and fraternities or sororities under any circumstances. Specifically, pets are prohibited from being in offices, classrooms, hallways and other areas at all times.

Dogs are permitted on campus grounds when leashed and properly attended. Dogs may not be left tied to trees or other objects on campus.

If a problem arises with any animal, Campus Police should be called. The university will obtain the assistance of Animal Control Services as required to remove any animal in violation of these regulations from the campus. Animals that are removed by Animal Control may be reclaimed by the owner within three days. A file of reports on animals recently removed from the Carnegie Mellon campus will be maintained in the Carnegie Mellon Campus Police Office. Individuals who violate this policy are subject to university disciplinary procedures.

SAFETY, ENVIRONMENTAL HEALTH AND SAFETY

One of the goals of the management of Carnegie Mellon is to provide a university environment free of hazards that could cause injury or death, illness or property damage. In order to eliminate or control potential and actual environmental threats, the director of environmental health and safety (EH&S) will manage proactive and responsive health, safety, fire safety and radiation safety programs.

The Environmental Health and Safety Department provides consulting services to the campus community. Assistance with activities such as safety in research and teaching labs, hazardous waste disposal, radioactive material or radiation generating device use, lasers, fire protection, protective clothing/equipment selection and use, and machine/equipment safety can be obtained by calling 8-8182.

The Environmental Health and Safety Department is also responsible for ensuring campus compliance with federal, state and local regulations governing the environment, fire codes and student/worker health safety. There are guides and manuals published by the Environmental Health and Safety Department that explain how these regulations are implemented at Carnegie Mellon University. Copies of these documents can be obtained by calling extension 8-8182 or by requesting the information on Andrew (PCIM@TE).

Each person should be aware that safe practices are the responsibility of each individual as well as of the university; unsafe conditions should be reported to the person's supervisor, principal investigator, dean or EH&S. Each person planning to operate equipment or use material with which she or he is not familiar should request should request and receive training in proper usage and safety. This training could be provided by EH&S.

Questions regarding health and safety (including fire and radiation safety) issues should be directed to the Environmental Health and Safety Department, 8-8182, www.cmu.edu/ehs/.

In an emergency involving personal injury, fire or hazardous material spills, call Campus Police at extension x8-2323. They will notify the appropriate emergency response personnel or agencies.

CARNEGIE MELLON AS A DRUG-FREE WORK PLACE

Office of the President

Organization Announcement No. 318

Date: March 22, 1989

The unlawful manufacture, distribution, dispensing, possession or use of controlled substances is prohibited in any Carnegie Mellon University work place. Any university employee determined to have violated this policy is subject to disciplinary action up to and including dismissal. No employee shall report to work while under the influence of a controlled substance used in an unlawful manner.

Pursuant to federal law and Carnegie Mellon policy, all Carnegie Mellon employees must notify both their immediate supervisor and the Office of the Provost no later than five days after any criminal drug statute conviction for a violation occurring in the work place. Within ten days of receiving actual notice of such a conviction, from the employee or otherwise, the university will notify the appropriate federal agency if and employee engaged in the performance of a federal contract or grant has been convicted of a criminal drug statute violation. Within 30 days of receiving such notice, the university will take appropriate disciplinary action, up to and including dismissal, or require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program.

All Carnegie Mellon employees are required to abide by this policy as a condition of their employment. Failure to comply with this policy and its notice requirements may jeopardize continued research funding to the university and will be considered grounds for dismissal.

Questions concerning the interpretation or implementation of this policy should be directed to the assistant vice president for human resources, extension 8-8709.

DRUG-FREE SCHOOLS ACT

The Drug-Free Schools Act mandates the adoption and promotion of an alcohol and drug abuse prevention program. Brochures are available from the Student Affairs Office. Support is also available through the Employee Assistance Program, phone 1-888-267-8126.

SAFETY HAZARDS

The occupation, alteration or use of university facilities so as to create a fire or safety hazard (potential or actual) or to create danger to the individual or others around the individual or to create a threat to university property is a violation of university regulations and the individual responsible is to be subject to appropriate disciplinary action.

No use of explosive or incendiary materials on university property in connection with programs or activities may take place without the explicit permission of the dean of student affairs and the director of environmental health and safety or their designated representatives. Failure to abide by this regulation will result in suspension of social and competitive privileges of the organization or individual violating the regulation.

STEAM TUNNELS

Because of the danger to all who enter them, the steam tunnels are locked and anyone found in the tunnels will be subject to serious disciplinary action. Campus Police is responsible for keeping the tunnels locked and apprehending anyone who trespasses in them.

TELEPHONES

Like the fire alarm systems and emergency telephones, private student telephones are part of the university's communication network for the security and safety of resident students. No alterations to the campus voice and data wiring nor entry into wiring closets are permitted. (Refer to Computing Policy.)

UTILITY LINES

No student or student organization may make alterations to university buildings or grounds or alter or tap into university utility lines without the written permission of the University Housing Office (in the case of fraternities and residence halls) or Facilities Management Services (in the case of all other campus buildings). Such permission will be given only when complete plans are available to the person granting permission and arrangements are made for inspection of the work following its completion to ensure that there are no violations of code and no violations of safety or interference with other university utility systems in connection with the work.

Tapping or in any way altering university utility lines, buildings or grounds without authorization is subject to disciplinary action.

CARNEGIE MELLON UNIVERSITY COMPUTING POLICY

POLICY STATEMENT

The purpose of this policy is to set forth guidelines so that members of our community may use the campus network and computing facilities in ways that are responsible and respectful of privacy. This policy sets forth the university's expectations of acceptable behavior on the part of computer systems users at Carnegie Mellon by providing guidelines for appropriate use of computing and related communication systems and examples of inappropriate use. These standards of acceptable behavior also extend beyond the campus community into the Internet. Just as it is unacceptable to violate others' rights to privacy, property and resources within Carnegie Mellon, it is also unacceptable to violate those rights on systems that are not at Carnegie Mellon but are accessible through Carnegie Mellon's connection to the Internet.

This policy applies to all users of Carnegie Mellon computing systems, including students, faculty and staff, and any others granted the use of university computing resources. It applies to the use of all computing facilities owned, leased, operated or contracted by Carnegie Mellon University. As used in this policy, terms such as "computing," "computing/communications systems," "computing resources," etc., refer to all computers, communication systems, and peripherals, software, telephones and systems with similar functions, which are owned by Carnegie Mellon, or which utilize Carnegie Mellon infrastructure such as telephone lines or computer networks.

Although this policy does not attempt to deal specifically with legal issues, university members are responsible to act in compliance with the law, including any federal, state and local laws governing computer and telecommunications use, as well as all other applicable university policies.

PRIVILEGES AND RESPONSIBILITIES

Every member of the Carnegie Mellon community who uses computing and related communications systems at Carnegie Mellon, or systems that belong to Carnegie Mellon or which rely on Carnegie Mellon's infrastructure has the responsibilities described in this policy. This includes members of the Carnegie Mellon community who have restricted privileges, such as alumni who may have electronic mail forwarding access, but no access to "login" resources. Individuals with personally owned computers, but who rely upon the university network to connect those computers (either through an on-campus or remote network connection, such as Ethernet, wireless, dialup, DSL) are expected to abide by the policies set forth in this document. Personally owned computers operating in stand-alone mode or networked through a non-university connection are not covered under this policy, but those users are encouraged to consult the usage policies set forth by their Internet Service Provider.

A fundamental premise of this policy is that anyone sharing computing resources with other individuals should behave as a reasonable, mature and ethical person. The user must recognize that computer systems and networks do not exist in some special rule-free environment; on the contrary, use of computers is a form of communication, and every component of a computing environment and every piece of information it contains belong to the university, the university community as a whole, or some individual or group within that community.

Access to Carnegie Mellon's computing resources is contingent upon being a member of the university community and adhering to university and Computing Services policies, guidelines and procedures, including this policy. Misuse may result in the loss of access and/or university disciplinary action. For some users and certain systems, access may be authorized by specific departments, research centers or other organizations affiliated with Carnegie Mellon. In such cases, any department- or group-specific policies and guidelines must be adhered to when using resources provided by the department or group. This is in addition to university policies and Computing Services guidelines and procedures.

Any user who suspects a violation of the university's computer use policies, or who has knowledge of potential vulnerabilities or security loopholes in a system or network at Carnegie Mellon, should immediately notify the Computer and Network Security Coordinator or abuse@andrew.cmu.edu.

Please review the full text of the policy at: www.cmu.edu/policies/documents/Computing.htm

GUIDELINES FOR USING CAMPUS SERVICES FACILITIES

Carnegie Mellon provides university sponsored activities, facilities and services for responsible and appropriate use by members of the campus community. Misuse and/or abuse of these services results in a direct or indirect loss for the campus community as a whole. The following are guidelines for using university services and enjoying university sponsored activities.

BROADCASTING

All students broadcasting through an off-campus radio or television station and involving the name of Carnegie Mellon are under the supervision of Media Relations. Students planning to participate in an off-campus radio or television broadcast may wish to consult with Media Relations prior to their participation.

BULLETIN BOARDS

Bulletin boards are provided by Carnegie Mellon at strategic locations throughout the campus to assist students and campus organizations in disseminating information about meetings, events and various opportunities available to the campus community. The Student Government has a detailed policy available in the Student Government Office, which states that notices posted on bulletin boards may not exceed 11x17 inches in size. Exceptions may be made only by the director of student activities.

Certain bulletin boards are under the control of academic departments or residence hall units. Permission to post on those boards should be obtained from the agency in control.

Carnegie Mellon is not responsible for the reliability of information placed on bulletin boards nor for the reliability of services offered through such announcements. Campus Police and custodial personnel will notify the Division of Student Affairs when posters, notices or bulletins are placed in unauthorized locations. Disciplinary action will be taken as appropriate.

Please also refer to the student poster policy on-line: www.studentaffairs.cmu.edu/StudentActivities/soh/policies/poster.html

CONCESSIONS, SOLICITATIONS, LOTTERIES & RAFFLES

Any group or individual who wishes to sell merchandise or service of any description on the campus or in the buildings of the institution must present an application in writing to the dean of student affairs. Written permits will be issued for approved applications.

No solicitation of funds which involves directly or indirectly the use of the name of Carnegie Mellon shall be made by any undergraduate organization without authorization from the president of Carnegie Mellon, duly evidenced by properly endorsed credentials.

Lotteries, raffles or other devices of a like nature are forbidden on the campus, or by any representative of a campus group, unless given permission by the dean of student affairs.

STUDENT DAMAGE TO CARNEGIE MELLON PROPERTY

Students will be charged with the cost of restoring to its proper condition any Carnegie Mellon property that, through their negligence or misuse, has been damaged.

Responsible parties will be subject to disciplinary action if the said damages are found to have been intentionally or caused as a result of improper behavior. All such damages should be reported promptly to the Campus Police. When individual responsibility cannot be assigned, the members of the group to whom a space has been assigned or property supplied may be charged (as individuals) for the cost of repairs, and may be subject to disciplinary action. *Last revised: Spring 1999.*

PUBLICATIONS

Publications produced independently by students must clearly state that they do not carry the endorsement of Carnegie Mellon University. All university-sanctioned student publications must be approved by the Office of the Dean of Student Affairs and the University Advancement Division.

SCHEDULING OF UNIVERSITY FACILITIES

SCHEDULING OF SPACE

Any university organization is entitled to reserve available meeting space on the campus without rental fee. Charges for special services may be made if deemed necessary. Any student organization holding a function, dance, or social event in the University Center with 100 or more people in attendance must employ a campus police officer for the event. If there are more than 200 people in attendance two officers must be present. The following procedures should be followed in making requests for space and special services:

1. To request space in the University Center (UC) go on-line at www.cmu.edu/university-center/ and click on Spacequest.
2. Arrangements for food service should be made by calling Catering at 412-268-2129
3. Student organizations requiring audio-visual equipment may contact Instructional Technology at 412-268-1881 or 412-269-2430 for assistance in locating appropriate equipment sources.
4. A student group may reserve space only if it is to be used by a group of students with university affiliation.

STUDENT ACTIVITIES

Activities involving the students at Carnegie Mellon are under the direction of the Student Government, the Dean of Student Affairs, or particular university committees and councils advisory to the officers of the university. In general, students solve problems associated with extracurricular activities. For this reason, student officers have considerable responsibility. Students at Carnegie Mellon are encouraged to form organizations that serve their extracurricular needs and qualify for recognition by the Student Government.

Financial statements of all organizations or committees that collect money, in any manner, from the student body must be filed with the Student Government. Publication in The Tartan of a statement of the accounts may be required at the option of the Student Government.

ELIGIBILITY FOR ACTIVITIES

Extracurricular activities are any campus social, service or honorary organization; varsity or intramural athletic team; or any other campus organization recognized by the Student Government of Carnegie Mellon or by the university whether participation is on the intercollegiate level or within the university. To be eligible to participate in extracurricular activities, a student must pay the activities fee, be registered in a degree course and carrying a schedule of not less than 36 units.

STUDENT ACTIVITIES FEE

By action of the Board of Trustees, a required Student Activities Fee of \$84 per semester (in addition to tuition) is charged to all undergraduate students and graduate students who enroll for 19 units or more. Student Government is responsible for administering the fee and for using it only for the support of projects which are under the following guidelines:

1. Activities and facilities which can be described as meeting the reasonably predictable social, cultural, recreational or welfare needs of college students.
2. Publications that can reasonably be presumed to serve the needs of the student community for communication, expressions of opinion and the conduct of their business.
3. Such enterprises of an entrepreneurial nature undertaken by the student body as can reasonably be expected to serve as an instrument for meeting the needs described above.

All functions and services provided by the fees described above must be in accordance with Carnegie Mellon's policy of non-discrimination. In addition, no use of such fees may be intended to violate or circumvent the policies of the university or the laws of the land. Final responsibility for establishing the amount of any required fee rests with the Board of Trustees, which will consider changes only upon requests of the Student Governments and the officers of the university.

Note: Historically, the Student Government has dedicated a specific portion of graduate student activities fees to the Graduate Student Assembly to be used at their discretion.

STUDENT ENTERPRISES

Students who wish to form a student-run business or enterprise must submit a proposal in writing for approval by the Dean of Student Affairs and the Vice President for Business and Chief Financial Officer. Any approved enterprise will be required to pay a university overhead charge, which will be determined in negotiations with the Division of Business and Planning.

Community Standards

It is the responsibility of each member of the Carnegie Mellon Community to familiarize himself/herself with university policies and guidelines. The following resources are available to assist you in your understanding of community expectations.

www.studentaffairs.cmu.edu/Student-life/standards.htm

PUBLICATIONS

The Word/Student Handbook

Graduate Student Handbook

Promoting Academic Integrity: A Discussion Guide for the Carnegie Mellon University Community

Carnegie Mellon Undergraduate Catalog

POLICIES ON-LINE

For a listing of university policies, please refer to www.cmu.edu/policies/StudentPolicy.html

GUIDELINES FOR UNIVERSITY LIVING

The "Guidelines for University Living" section of this handbook provides a list of policies related to university living. Students are expected to familiarize themselves with these policies.

Additional regulations may be established as necessary during the course of the academic year. They will become effective immediately after promulgation by posting on university bulletin boards and by publication in the student newspaper.

PROCEDURES FOR DEALING WITH VIOLATIONS OF COMMUNITY STANDARDS

A community is built on the foundation of many relationships. Violations of community standards damage these relationships. Responsibility for resolution of violations of these standards by students is delegated by the dean of student affairs to the associate dean of student affairs and the coordinator of student development for graduate student affairs. The following forums exist for adjudication of violations:

- Panel of mediators
- University disciplinary adjutant(s)
- Student Judicial Boards: Greek Judicial Board, IFC Judicial Board, Residence Hall Judicial Board, Peer Review Board and the Election Appeals Board of the Student Government
- Academic Review Board
- University Committee on Discipline

INITIATING THE JUDICIAL PROCESS

Judicial review is initiated by filing a memorandum with the dean of student affairs or the filing of a report from the University Campus Police detailing the university regulation or policy which the complainant believes has been violated and providing information which substantiates the facts and circumstances. Complaints may also be filed through the Student Life Office. Such a memorandum may be filed by a student, a faculty or a staff member when the individual, believed to have violated university policy is a registered student of Carnegie Mellon.

The university disciplinary system may not be used for the adjudication of cases involving the relationships between two students except as such cases involve violations of community standards that make the university a party to them.

When the university is in regular session, resolution will be achieved through one or more of the forums available for adjudication. Summary judicial actions may be imposed by the dean of student affairs at times when the university is not in regular session.

DISCIPLINARY REVIEW AFTER CONVICTION FOR A CRIME

The University Committee on Discipline may review the case when a student has been convicted in public courts of the following serious crimes in circumstances which constitute a potential threat against the university's ability to function in whole or in part. In such a review the committee will determine whether the student's presence at the university will endanger the university community:

1. Murder or manslaughter.
2. The manufacturing, selling or possessing to sell any drug on the prescribed list subject to the criminal code of the Commonwealth of Pennsylvania.
3. Aggravated assault.
4. Criminal mischief.
5. Arson.
6. Rape.
7. Burglary.
8. Robbery.
9. Theft.
10. False alarms.

PROCEDURE FOR REVOCATION OF ESCORT PRIVILEGES

Prior to revocation of escort privileges for misuse the following action will be taken by the Escort Service dispatcher:

1. First offense:
 - a. Make a report detailing the student's behavior.
 - b. Warn the student that his/her actions can result in the suspension or revocation of escort privileges.
2. Subsequent offense:
 - a. Make a report detailing the student's behavior. Attach copy of prior reports.
 - b. Suspend service.
 - c. Notify student that suspension must be lifted by the dean of student affairs.

The revocation of escort privileges may then take place following a review of the matter by the University Committee on Discipline or other appropriate hearing board.

University Goods and Services Entertainment

University Goods and Services

Carnegie Mellon has most all of the services you'll need right here on campus. Take advantage of the convenience and usually reduced cost of dining, printing, computers, laundry, books and more, right at your fingertips. Everybody wants to get off campus sometimes, though, so look to the local directory section for listings of restaurants, shopping, entertainment and other possibilities for fun and excitement in the surrounding areas.

CAMPUS SERVICES

*Ryan Wolfe, Director for Campus Services,
6555 Penn Avenue
www.cmu.edu/campus-services/*

Our goal is to provide excellent service to the campus community and to provide services and products at competitive market prices. Campus Services is composed of Conference & Event Services, Parking & Transportation Services, Photography & Graphic Services, Printing & Mailing Services, Postal Services, University Copy Centers and University Stores (Art Store, Bookstore, Computer Store and Central Receiving & Warehouse.)

COPY CENTERS

*Patricia Herbster, Manager of Copy Centers, x8-5772
www.cmu.edu/copycenters/*

University Copy Centers are strategically located throughout campus to meet the needs of the campus community. The team is dedicated to providing our customers with the most cost-efficient copying, finishing and network services available on campus. We have two locations with dedicated personnel and machines to provide services for you. The locations include:

- Software Engineering Institute A-420: 8 a.m.-4 p.m.
- Tepper School 18: 7 a.m -7 p.m.

If you have documents that need to be output, from hard copy of electronic files please come see us. Our copy centers can take your job in over the network. Whether your need is a single paper or larger quantities of multi-page documents, color, black and white, tabs, transparencies or binding, the University Copy Centers can do your job. We can help your presentations come to life.

FEDEX KINKOS

*University Center – Lower Level
General Inquiries: x8-3737, kinkos@andrew.cmu.edu
www.cmu.edu/kinkos/*

Carnegie Mellon is pleased to have FedEx Kinko's Office and Print Services located at the University Center on the lower level. We hope that you find their services convenient and competitive. To place an order you may visit the lower level of the University Center, take an order to one of the three campus drop boxes, contact FedEx Kinko's campus location to schedule a pick-up or simply submit an on-line order.

FedEx Kinko's products and services include high-speed copying and printing; digital oversize; production of signs and banners; production of office supplies including business cards, letterhead and envelopes; binding and finishing services; presentation and brochure creation; general mailing assembly and coordination and offset services.

PARKING AND TRANSPORTATION SERVICES

*Michelle Porter, Parking & Transportation Services Manager, x8-6278
mporter@andrew.cmu.edu
www.cmu.edu/parking
General Inquiries: Parking Office, x8-2052, parking@andrew.cmu.edu*

Parking is a resource for the operation of the university. The university's goals for parking are: (1) to allocate the resource in a reasonable way among the members of the university community, who desire to have it; and (2) to provide support services for people who have purchased access to campus parking facilities.

Rates are based on lot size and location; the small, more central lots are more expensive. The demand is much higher than the supply; therefore, a computerized allocation system assigns spaces. There are four broad categories: tenured faculty/senior level staff, other faculty/staff, commuter students, and residential students. In the student categories, Parking Services allocates in order by class, starting with graduate students and with the date the application is received in the Parking Office.

Historically, some graduate students receive parking and very few undergraduate students are granted parking. The parking permit year runs from July to June. Parking fees may be paid by payroll deduction (if you have a stipend), cash, check, student accounts, PlaidCa\$h and MasterCard or Visa for the school year. The Parking Advisory Board reviews rates and regulations on an annual basis.

On-campus resources are limited, therefore Parking & Transportation Services urges the campus community to take advantage of OPTIONS program by choosing one of the following alternative transportation options to get to and from campus: biking, walking, carpooling; vanpooling (www.commuteinfo.org); bus — Carnegie Mellon and Port Authority Transit (PAT) have an agreement by which students may ride any PAT vehicle without charge. The student will be required to show a valid university identification card; car-sharing (412-325-0158); or new fuel-efficient vehicles. For further information, tips, and tools for making your commute safe, healthy and affordable, please contact us at x8-2052.

PHOTOGRAPHY AND GRAPHIC SERVICES

Mellon Institute, 225, x8-3217

www.cmu.edu/upgs/pgs/

Photography and Graphic Services, located in Mellon Institute, provides a wide variety of photographic, graphic and digital imaging services to the university community at competitive rates. Specifically, PGS employs photographic, design and digital imaging skills to photograph, scan, develop, design and produce high-quality images and communications in print, presentation, display/exhibit and online formats. We also offer a range of large format printing and finishing services for such things as banners, signage, posters and exhibits. Network file transfer, free on-campus pick-up and delivery, and phone and online help available. For more information please contact us at: x8-3217 or photo-graphic@andrew.cmu.edu.

POSTAL SERVICES

Jennifer Cox, Postal Services Manager,

5000 Forbes Ave., Pittsburgh PA 15213, x8-2928

www.cmu.edu/postoffice/

Centrally located on the lower level of the University Center, the university Postal Services processes all incoming and outgoing USPS mail and campus mail for all departments and the resident life community. The Postal Contract Station offers the same services as the United States Postal Service. The Post Office sells stamps and money orders and manages all student mailboxes. The services offered include First Class mail, Express, Priority, Global Express, Global Priority, Registered, Certified, Insured, International and delivery/signature confirmation. In addition to basic services, Postal Services offers the following: copies and faxes. Shipping supplies are also available for sale. Postal Services accepts cash, check (with proper ID), Visa or MasterCard, and PlaidCa\$h.

Please note that graduate students do not receive mailboxes from Postal Services. Boxes can be rented for \$30/semester or \$55/year. Or, graduate student mail can be delivered to the department where the student is studying.

PRINTING & MAILING SERVICES

Dan Tyson, Manager of Printing & Mailing Services, x8-2974

General Inquiries: x8-2970; printjob@andrew.cmu.edu

www.cmu.edu/printingmailing/

Printing and Mailing Services is Carnegie Mellon University's full-service printing & mailing department. We can take care of all of your printing and mailing needs at the best prices available. Let us quote your next job. Printing & Mailing Services is located at 6555 Penn Avenue. Campus deliveries available at no extra cost.

UNIVERSITY STORES

Rick Zuchelli, Director of the University Store, x8-3373

www.cmu.edu/stores

General Inquiries:

Art Store, x8-2968 Book Store, x8-2966,

Computer Store, x8-2636, ps00@andrew.cmu.edu (Personal Computer Inquiries)

The University Store is conveniently located in the University Center. The upper level of the University Store carries a variety of trade and technical reference books, an assortment of imprinted university clothing in adult and children's sizes, gift items and glassware. The lower level carries required textbooks for all university courses, greeting cards, stationery, classroom supplies, writing instruments, dorm life accessories, and calendars and posters. The lower level also houses Computer Sales, featuring computers, peripherals, software, computer supplies and Art Sales, where students can purchase a wide selection of art, architectural and engineering supplies, photographic materials, technical equipment, technical reference books, batteries, hardware, gifts, film and helium balloons. Additionally, Art Sales offers a custom gift basket service and a custom framing/matting service..

The University Store provides a service where students can go on-line to get textbook title and price information for the books they need to purchase. Additionally, when the semester is over the store will buy back a variety of books to be used on campus or for various other academic institutions.

University Stores makes every effort to carry the items necessary for student life. For your convenience, cash, check and PlaidCa\$h are accepted. PlaidCa\$h is a declining balance account, which accepts deposits in increments of \$25. As the student makes his/her purchases, the amount is deducted from his/her account. This service eliminates the need to carry cash. The Art Store and Bookstore also accept MasterCard and Visa. Store hours are established to meet the needs and requirements of the students and are posted on our Web site; the hours are extended for BookRush in August and January and for campus-wide special events during the academic year.

TRADEMARK LICENSING

John "Jay" Marano, Licensing Coordinator in the Trademark Licensing Office

x8-3904, fax x8-3571

marano@andrew.cmu.edu.

www.cmu.edu/policy/trademark

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

The Trademark Licensing Program was established in 1994 to protect and promote Carnegie Mellon's name and trademarks that were registered in 1989 with the United States Patent and Trademark Office. Carnegie Mellon's administration approved the Policy for Use of Carnegie Mellon Trademarks in April 1998. The purpose of this policy is to provide information and guidelines to the university community regarding the use of Carnegie Mellon's trademarks. Contact John "Jay" Marano, licensing coordinator in the Trademark Licensing Office if you have questions about the program or designs.

ADVISORY BOARDS, COMMITTEES AND REPRESENTATIVE BODIES

Graduate students participate in the governance of the university in various capacities as members of a number of boards. Many departments have their own class representatives and advisory committees. The following groups serve the entire campus community:

BOARD OF TRUSTEES COMMITTEES

The University Board of Trustees maintains committees that focus on budgets, development, enrollment and educational affairs. Each committee normally has one graduate student who serves as a full member of the committee, offering input to the committee regarding the concerns and perspectives of graduate students. These students are selected annually.

GRADUATE STUDENT TEACHING AND SERVICE AWARDS COMMITTEES

Graduate students serve on the Graduate Student Teaching and Service Award Committees along with faculty and staff. The committees annually solicit nominations for each award and develop a process for selecting the winners and finalists.

PROVOST'S GRADUATE ADVISORY BOARD

The Provost's Graduate Advisory Board meets two to four times per year to hear and respond to graduate student concerns. A representative from each college is selected through the GSA.

GRADUATE STUDENT ASSEMBLY

Patrick Gage Kelley, President
gsa-president@andrew.cmu.edu

The Graduate Student Assembly (GSA) is the official representative body for graduate students. GSA's three-fold mission is: to sponsor social, recreational, professional, and educational events for graduate students; to work within student government to support student organizations; and, most important, to work with the Carnegie Mellon administration to create a better campus environment for graduate students.

GSA is always looking for new ways to serve graduate students in a more efficient and effective manner. The GSA actively participates in the selection of graduate student health insurance plans, the recommendation of graduate student appointments to various university committees, and the organization of graduate student orientation. Additionally, many graduate departments and ethnic and national groups have their own graduate student organizations, which are funded in part by the GSA.

The Graduate Student Assembly helps give all graduate students an opportunity to take an active role in Carnegie Mellon graduate student life. GSA is comprised of at least one graduate student representative from each academic department. As a graduate student, you can bring your questions or concerns to GSA through your departmental representative or to the executive committee directly by sending mail to gsa-president@andrew.cmu.edu.

GSA general meetings are also excellent forums for such questions. GSA holds meetings on the first Wednesday of each month at 5:00 p.m., and all members of the campus community are welcome.

You can stay apprised of current GSA business through the GSA Web site (www.cmu.edu/gsa) or through the listservs that GSA manages: *gsa-happenings*, *gsa-opportunities*, and *gsa-announcements* (check the Computing Services Web site for instructions on signing up for listservs on campus). GSA also makes recommendations regarding expenditures of the activities fee and debates and passes resolutions on a variety of university academic and student life concerns.

The president of the student body represents both undergraduates and graduate students, and works to complement the work of the legislative bodies and establishes student committees to carry out projects. These meetings are open to the campus community.

UNIVERSITY FACULTY SENATE

A graduate student serves as an ex-officio member on the University Faculty Senate. This senate conducts the affairs of the faculty as a body and exercises those powers delegated to it by the president. It is the duty of this senate to be alert and informed concerning matters involving instruction, scholarly or cultural activities, or any other matters pertaining to the general welfare of the faculty or of the academic community as a whole.

OTHER UNIVERSITY COMMITTEES

Graduate students are encouraged to participate on a variety of other committees, including: the University Disciplinary Committee, the Ryan Teaching Award Committee, the Design Review Committee, the Health Services and Insurance Advisory Committee, the University Student Affairs Council, and the University Parking Committee.

STUDENT ACTIVITIES

OFFICE OF STUDENT ACTIVITIES

Gina Casalegno, Director of Student Activities
Taylor Grabowsky, Coordinator of Student Activities
Kaycee Palko, Coordinator of Student Activities
David Ruwolo, Accounts Administrator
Jessica Shincovich, Office Coordinator
Elizabeth Vaughan, Coordinator of Student Activities

The office of Student Activities complements students' academic experience by providing services and resources that engage students in creating campus culture through social, cultural, intellectual, spiritual, athletic, recreational, artistic, political, and service opportunities. Our staff is committed to delivering quality advising, resource materials, leadership development opportunities, and administrative support services to impact students' growth and development and enhance the success of each student organization.

Carnegie Mellon has over 240 recognized student organizations and more are created each semester by students who are interested in shaping the campus experience. Getting involved in an organization is one of the best ways to meet people with common interests, to get to know the university, and to contribute to building a positive campus and community environment.

ACTIVITIES FAIR

The 2008 Activities Fair will be held on the CFA Lawn from 4:30-6:30 p.m. on Wednesday, September 3rd. The fair offers a great opportunity to meet representatives from most of the recognized student organizations on campus. All students are welcome and encouraged to attend to learn more about how to get involved in campus life.

CALENDAR OF EVENTS

An updated listing of many campus events and activities can be accessed at www.cmu.edu/events.

COMMUNITY SERVICE OPPORTUNITIES

The best way to find yourself is to lose yourself in the service of others. — Gandhi

Elizabeth Vaughan, Coordinator for Student Activities

Office of Student Activities, UC Suite 103, x8-8704

cmu-service@andrew.cmu.edu

Sign-up for the service d-list: cmu-service@lists.andrew.cmu.edu

www.studentaffairs.cmu.edu/student-life/community/

There are many reasons to get involved in service! Here are just a few:

- Meet new people while expanding your networks and connections.
- Try something new.
- Get involved in social and community issues that are important to you.
- Explore options for what you would like to study in your academic career or pursue professionally.
- Challenge yourself to experience new things outside of your comfort zone!
- Learn new skills.
- Build your resume or portfolio through experiences and skill development.
- Expand your perspectives by working with and learning from people of different races, cultures, ages and life experiences.
- Live out your values and create change!
- Broaden your understanding of community issues.
- Teambuilding—help your group accomplish an important goal.
- Get to know your community... campus, Pittsburgh and beyond.
- Be a LEADER! Learn about servant leadership.

Joining a service organization is one of the best ways to get involved on campus. Service experiences allow you to learn new leadership skills, explore your interests, and make a meaningful impact in your community! Carnegie Mellon has more than 20 student service and mentoring organizations on campus working with children, AIDS education, relief efforts, tutoring, home building and much more.

You may also choose to participate in service on an individual basis. Throughout the year we offer the opportunity to go out into the greater Pittsburgh community and give of your time and talents. Email cmu-service@andrew.cmu.edu to receive notifications of these upcoming service opportunities. Look for campus-wide service initiatives such as the East Liberty Clean Sweep, Toys for Tots Drive, Salvation Army Kettle Drive and monthly blood drives with the Central Blood Bank and Red Cross.

Graduate students are encouraged to get involved in the many service opportunities and organizations on campus and in Pittsburgh. We welcome the opportunity to speak directly to individual students or organizations about your interest in service.

ATHLETICS & RECREATION

For the participant or the spectator, Carnegie Mellon offers intercollegiate athletics, intramural sports, physical education classes and club sports. The facilities include Skibo Gymnasium, the University Center, Gesling Stadium, the Tennis Courts and Intramural Field. There is a wide variety of activities and facilities available for the serious and recreational athlete.

ATHLETIC OFFICE

Skibo Gym

Information: Room 204, x8-2211

Susan Bassett, Athletic Director, x8-8054

www.cmu.edu/athletic

SKIBO GYM AND UNIVERSITY CENTER

Skibo Gym Hours: Mon.-Fri., 7 a.m.-11 p.m.; Sat., Sun., 10 a.m.-9 p.m. Desk Phone: x8-4310

Skibo Gymnasium facilities include courts for basketball, volleyball and badminton as well as weight-training and aerobic equipment.

UNIVERSITY CENTER

University Center Hours: Mon.-Fri., 6 a.m.-2 a.m.; Sat., Sun., 9 a.m.-2 a.m. Desk Phone: x8-1236

The University Center's recreational facilities include an eight-lane pool, racquetball and squash courts, aerobics room, fitness center and gym for basketball and volleyball. Court reservations for tennis, racquetball, squash and spinning can be made at www.cmu.edu/athletic/reservations.

GESLING STADIUM/TRACK

Gesling Stadium, named for alumnus William J. Gesling (I1932), is used for varsity and recreational sports. The multipurpose facility includes a FieldTurf playing field, resurfaced in the summer of 2006, for football and soccer, an eight-lane all-weather track, resurfaced in the summer of 2007 and intramural fields. These facilities are lightened for night use.

TENNIS COURTS

The six courts beside Margaret Morrison are lighted for night play. They are open for use by students, faculty and staff both during the regular academic year and in the summer sessions. Students enrolled in the summer session may use the courts when available.

SWIMMING POOL

Hours: Call x8-1236

The pool is available for recreational swimming seven days a week to any student with a valid ID. Call ahead for recreational swimming hours, which vary according to the week and day.

INTERCOLLEGIATE SPORTS

Carnegie Mellon is a member of the National Collegiate Athletic Association (NCAA). Intercollegiate teams compete on the Division III level, which prohibits athletic scholarships. Students who play at the varsity level are students first and athletes second.

The university is a charter member of the University Athletic Association (UAA), an eight-member league of similar schools in academic and athletic programs. The UAA, founded in 1987, includes Brandeis, Case Western Reserve, Emory, New York University, University of Chicago, University of Rochester and Washington University in St. Louis. In addition to UAA members, the Tartans compete on an intercollegiate level with other institutions.

Carnegie Mellon sponsors 17 intercollegiate sports including: football, soccer, golf, volleyball, basketball, swimming and diving, cross-country, tennis, and indoor/outdoor track and field.

INTRAMURAL SPORTS

Gym 101, x8-2214

Michael Mastroianni, Director

For those who seek another level of competition or just like to participate and have fun, the intramural program provides recreation and relaxation for students, faculty and staff. The intramural program annually involves more than 8,000 student participants. Men and women, both graduate and undergraduate, compete in 72 indoor and outdoor sports.

CLUB SPORTS

x8-2214

Michael Mastroianni, Coordinator

Club sports, directed primarily by students, are less formal than varsity sports, but are competitive and exciting. They include baseball, lacrosse, crew, ice hockey, rugby, ultimate Frisbee, softball, water polo and fencing.

PHYSICAL EDUCATION

x8-2213

The Department of Physical Education offers nearly 25 courses annually with an emphasis on personal fitness and recreation. These courses are designed for any students, including graduate students and staff. Most classes are seven-week mini-courses. Courses include personal fitness, racquetball, tennis, golf, weight training, karate and aerobic fitness. Carnegie Mellon also provides classes in swimming, life guarding, and first aid and cardiopulmonary resuscitation (CPR).

RELIGIOUS LIFE

STUDENT GROUPS

There are many student groups on campus that come together for religious purposes as well as many local places of worship. Many of these student groups are social groups but meet together because of a common religion or religious interest. You may find out more information by contacting the Office of Student Activities 412-268-4886. You can also find out more about these student groups at www.studentaffairs.cmu.edu/studentactivities/organizations.html

INTERFAITH COUNCIL

Chapel Offices, University Center, first floor

The Carnegie Mellon Interfaith council (CMIC) supports and encourages religious life on campus. The Interfaith Council is an organization of religious leaders who are the official representatives of their faith groups. The council has the approval of the university and works collaboratively with Student Affairs. Each chaplaincy has its own mission, objectives and schedules, which are available through the individual faith groups. Members of the Council provide a variety of services including counseling, educational programming, conferences, worship, discussion groups and social events.

Information about the Council is available at the University Center Information Desk, Office of Admission, Office of Student Affairs, Counseling & Psychological Services and at the Chapel offices on the first floor of the University Center.

ALUMNI RELATIONS

x8-2060

Judy Cole, Director and Associate Vice President for University Advancement

www.cmu.edu/alumni

Alumni Relations is about identifying the intersection of the University's interests and the interests of its students and graduates, then expanding that common ground through meaningful engagement over time. The goal of Alumni Relations is to provide alumni with a wide range of ways to engage with the university and each other that reflects their own experiences and interests; to provide multiple channels of communication; and to provide meaningful volunteer roles for alumni. We work with alumni volunteers locally, regionally and internationally to offer programs and events that foster a continued connection to the university, which includes opportunities for alumni to interact with students both on campus and in their home cities. Alumni are an integral part of any university community, and it is our hope that you will choose to have a lifelong relationship with the university and the people you meet here. Take the time to learn more about your Alumni Association and the ways that you can get involved as a student and after you move on.

ALUMNI ASSOCIATION

The Alumni Association community encompasses over 75,000 alumni around the world, many of whom maintain a close connection to the university and student community.

STUDENT PROGRAMS

As a student, you have the opportunity to interact with alumni through events such as Homecoming and Spring Carnival, a variety of program series such as “Slice of Life” and “Dinner with Twelve Strangers” or at one time events such as receptions and panel discussions. In addition to the Alumni Association, in partnership with the Division of Student Affairs, the Alumni Relations Student Advisory Council (ARSAC) serves to guide our work with current students and is comprised of students, faculty, staff and alumni.

HOMECOMING & SPRING CARNIVAL

Homecoming and Spring Carnival are important student/alumni weekends as hundreds of returning alumni, parents, family and friends converge on campus. Class reunions, Alumni Interest Group gatherings and a variety of other events bring back those who want to renew ties with their classmates and current students, as well as see the new and exciting changes at the university.

REGIONAL PROGRAMS

Regional Programs keep alumni in touch with Carnegie Mellon and each other, creating and strengthening friendships with geographical and Alumni Interest activities, newsletters and events. Whether it’s a clam-bake in Boston, a Networking Event in San Francisco, or a faculty guided tour of the Whitney Biennial in New York, there is something available for alumni throughout the United States and across the world. Parents and students also are encouraged to attend these events and activities to meet and interact with the Carnegie Mellon alumni in their area.

CARNEGIE MELLON TODAY

Carnegie Mellon Today is the primary university news magazine that keeps alumni, students and parents updated on what is happening at Carnegie Mellon. Published four times each year, it contains class news, articles, features and alumni news.

STUDENT ORGANIZATIONS

x8-8704

www.studentaffairs.cmu.edu/StudentActivities/soh/

There are more than 240 student-run organizations on campus based on interests in gaming and technology, culture and nationality, gender and GLBT, community service and mentoring, as well clubs for broad involvement and social opportunities. If you have special interests or want a break from studying, get involved with a student organization. Have an idea for a new organization? We’re happy to help you get your new group up and running. Stop by the Office of Student Activities at UC 103 to ask questions about finding or starting an organization that meets your interests.

HOUSING & DINING SERVICES

Morewood Gardens, 1060 Morewood Avenue, x8-2139

Kim Abel, Director of Housing and Dining Services, x8-2139, kimabel@cmu.edu

Chris Fitz, Resident District Manager for Dining Services, x8-2127, cfitz@andrew.cmu.edu

General and Meal Plan Inquiries:

Housing and Dining Services at x8-2139, plaid@andrew.cmu.edu

www.cmu.edu/dining/

Carnegie Mellon Housing and Dining Services offers students a variety of campus dining choices. Multiple options are available to provide the highest quality of food, service and convenience to our students. Hours and locations are established to meet the needs and requirements of the students and are available at the Dining Services website, www.cmu.edu/dining/.

CAMPUS DINING PROGRAM

Local restaurants offer specialty and ethnic meals at different locations on campus in both residential and academic buildings. This is the perfect way for busy and active students to get a complete and satisfying meal. The University Center Dining Gallery offers the campus community a blend of favorite foods including fresh-dough pizza, exhibition-style cooking, Kosher entrees, homemade Mexican cuisine, all vegan/vegetarian menus and traditional fare. The campus convenience store, Entropy+, is located inside the University Center and offers fresh baked goods and produce, frozen foods, snacks, beverages and health and beauty supplies.

Entertainment

Check the free newsweeklies *In Pittsburgh* and *City Paper* for current happenings, movie times and local music listings. There are several drop-off points around campus, including the Student Center and Margaret Morrison Hall.

DANCE PERFORMANCES

Benedum Center 412-456-2600
719 Liberty Ave.

Pittsburgh Ballet Theater 412-281-0360
2900 Liberty Ave.

Pittsburgh Dance Alloy 412-363-4321
This contemporary dance company presents the works of American choreographers at concerts throughout the city and maintain the Dance Alloy School at The Carnegie.

Pittsburgh Dance Council 412-471-1916
Performances are held at the Benedum Center, Foster Theater and Chatham College's Theater.

LOCAL ATTRACTIONS

Allegheny Observatory 412-321-2400
159 Riverview Park Ave.

A two-hour observatory tour includes a lecture, slide show and, on clear nights, a peek through the telescope.

Aviary Conservatory 412-323-7235
Northside

Cathedral of Learning 412-624-6000
You won't miss this 42-story Gothic classroom building belonging to UPitt when you come to Pittsburgh. The Nationality Rooms throughout are models of classrooms of different countries—a wonderful place to wander around.

Fallingwater House 724-329-8501
Ohiopyle

Frank Lloyd Wright's famous house is roughly an hour away.

Gateway Clipper Fleet 412-355-7980
1401 Reedsdale St.

Inclines 412-381-1665
Mount Washington

To get a great view of the city during the day or on a clear night, ride one of the two operating inclines to the top of Mount Washington. They are both quite close to Station Square.

Phipps Conservatory 412-622-6914
Schenley Park

Phipps is one of the nation's largest greenhouses, measuring over two acres. It contains many rare flowers and plants, a tropical garden and an orchid collection, and there are several flower shows held each year. Free with Carnegie Mellon ID.

Pittsburgh Zoo & Aquarium 412-665-3640
Open every day except for Christmas Day.

MOVIE THEATERS

Byham 412-456-6666
803 Liberty Ave.

AMC Loews Theaters 412-462-6384
The Waterfront

Manor Theater 412-422-7729
1729 Murray Ave.

McConomy Aud., UC x8-FLMS
UC, Campus
Movies only cost \$1 on campus every Thursday through Sunday, so if you can wait you'll probably be able to catch all of the blockbusters for only a fraction of the cost or revisit some of your favorite B movies.

Rex Theater 412-381-6811
1602 E. Carson St.

The Rex is a beautifully renovated theater that shows the latest in non-mainstream cinema.

SouthSide Works Cinema 412-381-7335
425 Cinema Drive, SouthSide Works

Squirrel Hill Cinemagic Theatre 412-421-7900

5824 Forward Ave.

Waterworks Cinema 412-784-1402
Waterworks Mall

MUSEUMS & GALLERIES

Art Department x8-2409
CFA, third flr. South Foyer

There are weekly shows of School of Art student works.

Art Department x8-2409
Doherty Hall, B level basement

This large space displays School of Art student work; weekly signups are in CFA 312.

Fort Pitt Museum 412-281-9284
Point State Park

This museum houses 60 exhibits from early Western Pennsylvania Indian culture, including the era of the fur traders, the conflict between the English and French for control of the Ohio Territory, Pittsburgh in 1800 and a full-scale reconstruction of a trader's cabin.

Frick Art Museum 412-371-0600

7227 Reynolds St.
Take a 67A, E, F, or J bus from the Forbes Ave. bus stop. Enjoy lectures, special exhibits and music concerts at this unique museum housed in an Italian Renaissance-style building. The collection includes paintings from early Renaissance through 18th century artists including Rubens, Tintoretto and the School of Giotto. Free with Carnegie Mellon ID.

Gallery, The x8-2409

Posner Hall, first floor
There are four seasonal exhibitions of School of Art graduate students' work.

Hewlett Gallery x8-3618

CFA first floor

Manchester Craftsman's Gld. 412-322-1773

1815 Metropolitan St.
The Guild is a multicultural arts education and presenting organization with programs in the disciplines of ceramic art, photography and music. There are regular exhibits throughout the year.

Mattress Factory 412-231-3169

500 Sampsonia Way
Mattress Factory is a museum of contemporary art that commissions, presents and collects site-specific installations in an environment whose resources are dedicated to that process. Free with Carnegie Mellon ID.

Perlow and Weis Art Gallery 412-521-8010

5738 Forbes Ave.
This gallery, in the Jewish Community Center, holds regular exhibitions selected by jurors and ensures quality and a diverse cross section of work.

Pittsburgh Center 412-361-0873

for the Arts
6300 Fifth Ave.
Take a 71D bus at Fifth and Morewood to see monthly exhibits usually by local artists. The center has a gift shop and also offers arts and crafts classes.

Regina Miller Gallery x8-3618

Purnell Center for the Arts, Carnegie Mellon

Soldiers & Sailors Mem. Hall 412-621-4253

Fifth Ave.
Soldiers and Sailors Memorial, located on the corner of Fifth Ave. and Bigelow Blvd., houses an auditorium and a military museum containing battle flags, weapons and uniforms of Civil War heroes and displays of later wars.

Stephen Foster Memorial 412-624-4100

This Gothic building, a memorial to the Pittsburgh-born composer Stephen Collins Foster, contains a collection of first editions of Foster's music. It's located next to the Cathedral of Learning.

University Center Gallery, x8-9510

University Center, Carnegie Mellon, 1st level

University of Pittsburgh

History of Art & Architecture 412-648-2406

UPitt has several galleries and display cases, much like Carnegie Mellon. Explore their galleries on Schenley Drive and on Bouquet Street.

Wood Street Gallery 412-471-5605

601 Wood St.
Exhibits change regularly and vary in their content. This gallery showcases artwork of national and international scope.

MUSIC PERFORMANCES & DANCE CLUBS

Carnegie Mellon

Department of Music x8-2372

The Department of Music offers a variety of musical performances for the university community, including orchestral and choral concerts at the Carnegie Music Hall, student and faculty recitals, jazz and contemporary ensembles, opera and musical theater workshops and a subscription concert series at Mellon Institute Auditorium.

Mellon Arena 412-642-1800

Washington Place
The Arena, a rock concert paradise, is sure to book your favorites at some time during the year. The huge domed roof opens for some events.

Cozumel 412-621-5100

5505 Walnut St.

Edgewood Club 412-731-3443

1 Pennwood Ave.

Heinz Hall 412-392-4900

6th & Penn Ave.
This ornate movie theater was converted into a Pittsburgh cultural center in 1971.

The Carnegie 412-622-3131

4400 Forbes Ave.

Carnegie Library of Pittsburgh 412-622-3114

Carnegie Museum of Art 412-622-3131

Free with Carnegie Mellon ID.

Carnegie Museum of Natural History 412-622-3131

Free with Carnegie Mellon ID.

Carnegie Music Hall 412-622-3326

Carnegie Science Center 412-237-3400
1 Allegheny Ave.
Free with Carnegie Mellon ID

Andy Warhol Museum 412-237-8300
117 Sandusky St.
Free with Carnegie Mellon ID

The Frame x8-2081
5200 Forbes Ave.
Students run this gallery that displays student works for about a week at a time. Attend the Friday night openings to enjoy great art, food, drink and mingling.

Pegasus 412-281-2131
818 Liberty Ave.
Pegasus is a popular gay dance club. Look for the sign with the winged horse.

Pittsburgh Chamber Music Society 412-624-4129
315 S. Bellefield Ave.
Concerts are held at Carnegie Music Hall. Student rate of \$50 for 6 concerts, or \$15 each.

Pittsburgh Opera 412-281-0912
801 Penn Ave.
Four productions are staged each season, featuring internationally famous singers. Student rush is one hour before curtain.

Pittsburgh Symphony Orchestra 412-392-4900
Heinz Hall
Take a 61A, B or C bus from Forbes and Morewood and get off at Fifth and Market. Student discounts and rush tickets are available.

RADIO STATIONS (FM)

Adult Contemporary ("Wish")	99.7
Alternative Rock ("The X").....	105.9
Christian (WORD).....	101.5
Classical (WQED)	89.3
Classic Rock (WRRK).....	96.9
Country (FM WOGI).....	98.3
Country (WDSY).....	107.9
Free Form: CMU (WRCT)	88.3
Free Form: Pitt (WPTS).....	92.1
Jazz, News (WDUQ)	90.5
Light Music (WLTJ).....	92.9
Modern Folk, Blues, Alternative (WYEP)	91.3
Oldies (WWSW).....	94.5
Rock (WDVE)	102.5
Rock (WBZZ).....	93.7
Seventies and Eighties (WZPT).....	100.7
Top 40 ("Kiss FM").....	96.1
Urban Contemporary (WAMO)	106.7

THEATER

Carnegie Mellon Drama x8-2407
CFA

Carnegie Mellon's Drama School stages 40 to 50 productions a year, directed by faculty, guest directors and students. The productions range from dramatic, musical and operatic works to one-acts, new plays and musicals by students and professional artists.

City Theatre 412-431-2489
57 S. Thirteenth St.

Pittsburgh Playhouse 412-621-4445
222 Craft Ave.

Pittsburgh Public Theater 412-316-1600
621 Penn Ave.

UPitt Theatre 412-624-7529
230 South Bouquet

TV STATIONS

ABC (WTAE).....	4
CBS (KDKA).....	2
CNN	33
FOX (WPGH).....	53
NBC (WPXI)	11
PBS (WQED).....	13
PBS (WQEX).....	16
CW (WPMY).....	22

SPORTING EVENTS

Golf 412-622-6959
Overlook Drive, Schenley Park

Ice Skating 412-422-6523
Overlook Drive, Schenley Park
The ice rink opens in early November until mid-March.

Skiing 800-452-2223
Seven Springs

Whitewater Rafting 724-329-8591
Ohiopyle State Park

Resources

Key to Buildings and Services

○ ACADEMIC/ADMINISTRATIVE

- 1 Alumni House
- 2 Baker/Porter Hall (H&SS)
- 3 Brainer House
- 4 Collaborative Innovation Center (CIC)
- 5 College of Fine Arts (CFA)
- 6 Cyert Hall
- 7 Doherty Hall
- 8 Facilities Management Services Building
- 9 Future Site of School of Computer Science Complex, Gates Center for Computer Science and Hillman Center for Future-Generation Technologies
- 10 Hamburg Hall (Heinz School)
- 11 Hamerschlag Hall
- 12 Hunt Library
- 13 Margaret Morrison Carnegie Hall
- 14 Mellon Institute (MCS)
- 15 Newell-Simon Hall (SCS)
- 16 Pittsburgh Technology Center* (ETC)
- 17 Posner Center
- 18 Posner Hall (Tepper)
- 19 Purnell Center for the Arts
- 20 Rand Building
- 21 Roberts Engineering Hall
- 22 Robotics Engineering Consortium* (NREC)
- 23 Scaife Hall (CIT)
- 24 Skibo Gymnasium
- 25 Smith Hall
- 26 Software Engineering Institute (SEI)
- 27 Solar Decathlon House
- 28 University Center
- 29 Warner Hall (Office of Admission)
- 30 Wean Hall
- 31 Whitfield Hall (HR)
- 32 300 South Craig (Police)
- 33 311 South Craig
- 34 407 South Craig
- 35 4516 Henry (UTDC)
- 36 4609 Henry (H&SS Grad Labs)
- 37 4615 Forbes
- 38 4616 Henry (INI)
- 39 6555 Penn*

◆ RESIDENTIAL

- 40 Boss House
- 41 Cathedral Mansions
- 42 Doherty Apartments
- 43 Donner House
- 44 Fairfax Apartments
- 45 Fraternity Quadrangle
- 46 Hamerschlag House
- 47 Henderson House
- 48 London Terrace Apartments
- 49 Margaret Morrison Apartments/Plaza
- 50 Margaret Morrison Sorority Houses
- 51 McGill House
- 52 Morewood Gardens (Housing Offices)
- 53 Mudge House
- 54 New House (Stever House)
- 55 Resnik House & Tartans Pavilion
- 56 Roselawn Houses
- 57 Scobell House
- 58 Shady Oak Apartments
- 59 Shirley Apartments
- 60 Spirit House
- 61 Tech House
- 62 Veronica Apartments
- 63 Webster Hall
- 64 Welch House
- 65 West Wing
- 66 Woodlawn Apartments
- 67 99 Gladstone
- 68 1094 Devon

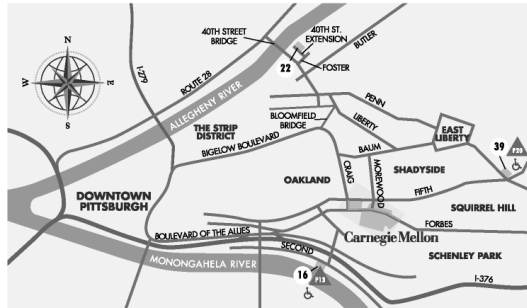
▲ PARKING

- ♻️ P1 Alumni House***
- ♻️ P2 Brainer House***
- P3 Children's School
- ♻️ P4 CIC Garage**|*****
- ♻️ P5 Dithridge Street Garage**
- P6 Doherty Apartments***
- ♻️ P7 East Campus Garage**|****
- ♻️ P8 Fine Arts
- P9 Fraternities
- ♻️ P10 Hamburg Hall***
- P11 Junction Hollow
- ♻️ P12 Morewood***|*****
- ♻️ P13 Pittsburgh Technology Center* (ETC)
- ♻️ P14 Porter-Hamerschlag-Wean
- P15 Purnell Center - closed for construction
- P16 Sororities
- ♻️ P17 Warner
- ♻️ P18 West Campus
- ♻️ P19 Whitfield Hall
- ♻️ P20 6555 Penn*

- * Off campus, see inset
- ** Open to visitors 9 a.m.-5 p.m. Monday - Friday
- *** Open to visitors after 5 p.m. and weekends
- **** City parking meters

Additional on-street parking available on city streets.

Primary circulation routes and access parking areas are shown.



Campus Phone Numbers

To dial a number from off campus, dial 412-268- (this spells out CMU) or 412-862- depending on the first number listed. If the first number listed is 8, dial 268-____; if it's 2, dial 862-____.

AB Tech
UC 316 x8-2104

A Phi O
UC 303C x8-2116

AV Equipment Rental
(Instructional Tech)
CYH A74 x8-2430

Academic Development
Cyert B5 x8-6878

Activities Board (AB)
UC 316 x8-2105

Administrative Systems
CYH 171 x8-2835

Admission (Undergraduate)
WH 200 x8-2082

Alumni Relations
5017 Forbes Ave. x8-2060

Architecture
CFA 201 x8-2354

Architecture Studios
Computer Aided Design Lab
MM 403 x8-3596

Wood Shop
DH 1314 x8-2361

Art
CFA 300 x8-2409

Art Store
UC LL13 x8-2968

Athletics
Coaches Office
Gym 204 x8-8054

Equipment Room
UC x8-1236

Gym Reservations
Gym 104 x8-2220

Info Line
x8-2211

Intramurals
Gym 101 x8-2214

Pool
Gym x8-2212

Sports Information
Gym 205 x8-2212

Benefits
4516 Henry Street x8-4747

Biological Sciences
MI 418 x8-3012

Biomedical Engineering
DH 2100 x8-2521

Book Orders & Info.
Bookstore x8-2967

Bookstore
UC x8-2966

Budget Services Office
UTDC 4th Flr. x8-3660

CAMPUS POLICE
300 S. Craig St. x8-2323

Campus Printing
6555 Penn Ave. x8-2970

Career Center
UC Lower Level x8-2064

Carnegie Institute of Technology (CIT)
SH110 x8-2479

Biomedical Engineering
DH 2100 x8-2521

Chemical Engineering
DH 1107 x8-2230

Civil Engineering
PH 119 x8-2940

Electrical and Computer Engineering
HH 1108 x8-2454

Engineering and Public Policy
BH 129 x8-2672

Mechanical Engineering
SH 402 x8-2501

Materials Science and Engineering
WEH 3325 x8-2700

Carnegie Mellon Advising Res. Cntr. (CMARC)
Cyert A64 x8-2150

Carnegie Mellon Magazine
PPG Plaza 412-880-4013

Catering
UC LL 85 x8-2129

Center for School Outreach
MMP 30 x8-1498

Chemical Engineering
DH 1107 x8-2230

Chemistry
Graduate
MI 404 x8-3150

Child Care Center
1060 Morewood Ave. x8-2149

Civil and Environmental Engineering
PH 119 x8-2940

Cleaners/Laundry
MMP-4 x8-8878

College of Fine Arts (CFA)
CFA 100 x8-2349

Architecture
CFA 201 x8-2356

Art
CFA 312 x8-2409

Design
MM 110 x8-2828

Drama
PCA 106 x8-2392

Music
CFA 105 x8-2372

College of Humanities and Social Sciences (H&SS)
BH 154 x8-2830

Economics
GSIA 124 x8-2874

English
BH 259 x8-2850

History
BH 240 x8-2880

Modern Languages
BH 160 x8-5669

Philosophy
BH 135 x8-2209

Psychology
BH 346 x8-3151

Social and Decision Sciences
PH 208J x8-6588

Statistics
BH 132 x8-2717

Communications Design Group
AH, 1st floor x8-6963

Computer Account Information
CYERT 111 x8-2639

Computer Clusters, Private
BH 239 x8-8454

ECE UG Lab
HH 1107 x8-2014

Educational
CYH 186 x8-3086

GSIA
GSIA 19 x8-6934

H&SS
BH 140 x8-3862

Heinz School
HBH 1505 x8-3840

Hoffman
CFA 214 x8-6367

Mellon Institute
MI 320A x8-8791

MS Terminal Room
HBH ground floor x8-2489

Reese
MM A15 x8-2542

Wean 5419 x8-2078

Computer Clusters, Public
BH 140 x8-5719

BH 239 x8-8454

CFA 321 x8-2054

Computer Training Center
MI 320 x8-8791

Hunt
2nd, 3rd floor x8-2444

Hunt Library "Apple Orchard"
HL LL x8-8477

Margaret Morrison Plaza
MMP-2 x8-8776

Morewood Gardens
MG x8-8788

University Computing Center
Cyert 100 x8-6098

Wean
5201, 5202, 5206, 5209

WEH x8-6273

Computer Help
For general assistance with campus computers, call between 9 a.m. and 5 p.m.:
Computing Services Help Center
CYH 119 x8-4357

To report problems with network connectivity call:
Data Comm Help Desk
x8-2635

Telephone Service Line (TESLA)
x8-8500

Computer Operations
CYH A-100 x8-6688

Computer Repair
CYH A101 x8-2661

Computer Science
WEH 4212 x8-2565

Computer Store
UC LL x8-2636

Computing Services
CYH 285 x8-5630

Copy Centers
Color Copy Center
Wean 4602 x8-3729

Tepper Copy Center
GSIA 18 x8-2281

Mellon Institute
MI 349 x8-5114

University Printing
PUB x8-2970

Wean 4602
x8-3729

FedEx Kinko's
UC LL x8-3737

Counseling and Psychological Services
MG E-236 x8-2922

Data Comm Help Line
x8-2635

Design
MM 110 x8-2828

Design Studios
Sophomore Graphic
MM 115 x8-5748

Junior Graphic
MM 111 x8-8822

Soph. & Jr. ID
PH 27 x8-3663

Seniors
MM A-6 x8-2938

Photo Lab
MM B-10 x8-6484

Development
WH 500 x8-5138

Dining Service
UC First Floor x8-2127

Campus ID Card Accounts
WH, Lower Level x8-81861

Catering Services
UC LL 85 x8-2129

Contract Office
WH 28B x8-3581

Highlander Cafe
Resnik x8-3292

Drama
PCA x8-2392

Costumes
PCA 308-A x8-2397

Design & Production
PCA Basement x8-4616

Box Office
PCA Lobby x8-2407

Economics
GSIA 124 x8-2874

Electrical & Computer Engineering
HH 1108 x8-2454

ECE User Consultant x8-2561

Emergency Loans
WH 301 x8-2075

Emergency Medical Assistance (Campus Police)
300 S. Craig St. x8-2323

EMS
B Tower, Doherty Apt. x8-1025

Engineering and Public Policy
BH 129 x8-2670

English
BH 259 x8-2850

Enrollment, VP for
WH 610 x8-8186

Entropy
UC x8-2117

Escort Service
300 S. Craig St. x8-6232

Faculty Senate
WEH 4701 x8-2820

Films Line x8-FLMS

Forbes Gallery
5200 Forbes ave. x8-2081

Foreign Student Advisor
WH 301 x8-5231

Graduate Education, Asst. Vice Provost WH533 x8-7307

Graduate Student Assembly
UC 304 x8-7865

Grad. Support Prog. Office
WH 527G x8-7970

Greek Advisor
MG, Student Life x8-2142

Gym x8-2211

H&SS Dean's Office
BH 154 x8-2831

Heinz School of Public Policy and Management
HBH 1100 x8-3840

History
BH 240 x8-2880

Housing
(see *University Housing*)
MG E Tower x8-2139

Community Housing Office
MG E Tower x8-8700

The HUB - Enrollment Services
WH, Lower Level x8-8186

Industrial Management (IM)
GSIA 139 x8-2294

Information Desk
UC Lobby x8-2107

Information Networking Inst.
4616 Henry St. x8-7195

Instructional Technology
CYH A74 x8-2430

Intercultural Communication Center
WH 418 x8-4979

InterFaith Council
UC 111 412-682-6886

International Education
WH 301 x8-5231

Jewish University Center Hillel Foundation
4607 Forbes Ave. 412-621-8875

Language Lab
PH 225C x8-2898

Libraries
Eng. and Science Library
WEH 4000 x8-2426

Reference
WEH 4000 x8-2427

Fine Arts
HL 4th x8-7272

Hunt Library Circulation
HL Lobby x8-2444

Reference
HL 1st x8-2446

Mellon Institute Library
MI 431 x8-3171

Reference x8-7384

Music Listening Room
HL 4th x8-2452

Software Eng. Inst. Library
SEI 1st Floor x8-7733

Margaret Morrison Plaza Laundry/Cleaners
MMP-4 x8-8878

Women's Center
MMP-5 x8-3595

Mathematics
WEH 6113 x8-2545

Materials Science & Eng.
WEH 3325 x8-2700

Mechanical Engineering
SH 402 x8-2500

Media Relations
AH, 2nd floor x8-2900

Mellon College of Science (MCS)
MI 424 x8-5124

Graduate Studies
DH 1324 x8-3090

Biological Sciences
MI 410 x8-6358

Graduate Chemistry
MI 404 x8-3150

Mathematics
WEH 6113 x8-2545

Physics
WEH 7325 x8-2778

Modern Languages
BH 160 x8-5669

Music
CFA 105 x8-2372

Music Extension Program
CFA 159 x8-2382

Off-Campus Housing
MG 112 x8-4990

Parking Office
E. Campus Garage x8-2052

Payroll
4615 Henry St. x8-2097

Philosophy
BH 135 x8-8568

Physical Education
G204 x8-2211

Physical Plant
FMSB x8-2910

Physics
WEH 6325 x8-2740

Police (Security)
300 S. Craig St. x8-2323

Policy & Management
PH 208 x8-3251

Post Office
UC Lower Level x8-2927

President's Office
WH 602 x8-2200

Printing and Mailing
6555 Penn Ave. x8-2970

Provost's Office
WH 607 x8-6684

Psychology
BH 346 x8-3151

Robotics Institute
WEH 4630 x8-3818

ROTC
Air Force
4200 Forbes 412-624-6358

Army
315 S.Bellefield 412-624-6254

Navy
4615 Forbes x8-8747

Safewalk x8-SAFE

School of Computer Science
WEH 4102 x8-3286

Shuttle/Escort Service
300 S. Craig St. x8-6232

Skibo Coffeehouse
UC 3rd Floor x8-1803

Slide Collection
HL 4th x8-3511

Social and Decision Sciences
PH 208 x8-2833

Society of Women Eng.
DH 2313 x8-2521

Software Engineering Institute (SEI)
SEI x8-7700

SOHO
UC 325 x8-8794

Sports Information
G 304 x8-3087

Spring Carnival
UC 312 x8-2119

Statistics
BH 132 x8-2717

Student Activities
UC 103 x8-8704

Student Affairs
Dean's Office
WH 301 x8-2075

Associate Dean
WH 301 x8-2075

Veteran Affairs
WH 301 x8-2075

Student Employment
UC Lower Level x8-7050

Student Government
UC 318F x8-2115

Student Health Services
MG E-144 x8-2157

Health Insurance
MG E-144 x8-2157

Student Life Office
MG A-Tower x8-2142

Student Organizations
UC 103 x8-8704

Summer Studies
WH 2nd floor x8-2004

Tartan (newspaper)
UC 314 x8-2111

Tech Electronics
HH 1301 x8-2470

Tepper School of Business
TSB lobby x8-2268

Tepper Dean's Office
TSB 341 x8-2265

Thistle (yearbook)
UC 310 x8-2121

Treasurer
4516 Henry St. x8-2900

University Printing
655 Penn Ave. x8-2970

University Media Relations
AH, 2nd floor x8-2900

Veteran Affairs
WH 301 x8-2075

Women's Center
MMP5 x8-3595

WRCT (radio station)
UC LL3 x8-2883

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