

# ACADEMIC ADVISING

Much of your life at Carnegie Mellon will revolve around academics. This section details people and resources available to help keep your academic life running smoothly. Later sections will look at other important aspects of your Carnegie Mellon experience. Good luck in all of your studies and pursuits!

Academic advisors assist students with curricular requirements, course choices, adjustment issues and academic goals. Your advisor is a good person to talk with about any academic requirements, questions or concerns. It's a good idea to meet with your advisor at least once or twice a semester to review your academic progress, class schedule and goals for the future.

Learn about other requirements and opportunities at Carnegie Mellon through publications such as the Undergraduate Catalog, special programs, workshops and informal sessions. The Community Standards section of this book will help you understand the university, its principles, purposes, rules and regulations.

A list of contact people for undergraduate advising and academic support follows.

## **BACHELOR OF HUMANITIES AND ARTS (BHA) BACHELOR OF SCIENCE AND ARTS (BSA) BACHELOR OF COMPUTER SCIENCE AND ARTS (BCSA)**

MMC 107, 412-268-8326, 412-268-1745, <http://www.cmu.edu/interdisciplinary>

**Franco Sciannameo**, Director: [franco@andrew.cmu.edu](mailto:franco@andrew.cmu.edu)

**Ari Blackford**, Associate Director: [ariblackford@cmu.edu](mailto:ariblackford@cmu.edu)

BHA is an interdisciplinary degree program sponsored by the College of Fine Arts (CFA) and the College of Humanities and Social Sciences (H&SS). BSA is an interdisciplinary degree program sponsored by the College of Fine Arts (CFA) and the Mellon College of Science (MCS). BCSA is an interdisciplinary degree program sponsored by the College of Fine Arts (CFA) and the School of Computer Science (SCS).

As a BHA, BSA or BCSA student, you have an extensive network of advisors to assist in defining your focus within CFA/H&SS/MCS/SCS, deciding which courses to take each semester, and exploring future study in your area of focus. Please take advantage of this rich network of support.

### **BHA/BSA/BCSA: PRIMARY ACADEMIC ADVISORS**

Franco Sciannameo	MMC 107	412-268-8326	<a href="mailto:franco@andrew.cmu.edu">franco@andrew.cmu.edu</a>
Ari Blackford	MMC 107	412-268-1745	<a href="mailto:ariblackford@cmu.edu">ariblackford@cmu.edu</a>

### **BHA/BSA/BCSA: CFA CONCENTRATION ACADEMIC ADVISORS**

Doug Cooper	Architecture	CFA 204B	412-268-2367
Mark Gross (BCSA)	Architecture	MMC 412C	412-268-2767
Mark Cato	Art	CFA 300	412-268-1531
Golan Levin (BCSA)	Art	CFA 405	412-268-7817
Stacie Rohrbach	Design	MMC 104C	412-268-4281
Gregory Lehane	Drama	PCA A31	412-268-2406
David Boevers (BCSA)	Drama	PCA 205	412-268-2146
Sharon Johnston	Music	CFA 108	412-268-2385
Riccardo Schulz (BCSA)	Music	CFA A-6	412-268-3450

### **BHA: H&SS CONCENTRATION ACADEMIC ADVISORS**

Jim Daniels	BH 345J	412-268-2842
Marie Norman	CYH 122	412-268-7406

### **BSA: MCS CONCENTRATION ACADEMIC ADVISORS**

Eric Grotzinger	Associate Dean	DH 1324	412-268-6679
Amy Burkert	Biology	DH 1319	412-268-8494
Karen Stump	Chemistry	DH 1316	412-268-2340
John Mackey	Math	WEH 6307	412-268-9865
Kunal Ghosh	Physics	WEH 6319	412-268-3413

## BCSA: SCS CONCENTRATION ACADEMIC ADVISOR

Mark Stehlik

Assistant Dean

WEH 5103

412-268-3609

## CARNEGIE INSTITUTE OF TECHNOLOGY (CIT)

Scaife Hall 110, 412-268-2479 :: <http://www.cit.cmu.edu>

**Pradeep Khosla**, Dean :: **Kurt Larsen**, Assistant Dean for Undergraduate Studies

**Pamela Golubski**, Associate Director of First-Year Experience and Advisement

All first year engineering students are advised in the CIT Office of Undergraduate Studies, Scaife Hall 110.

Upperclass engineering students whose advising needs cannot be met solely in their departments, and students from other colleges who have an interest in engineering courses or programs, should also seek advice in the Office of Undergraduate Studies.

## COLLEGE OF FINE ARTS (CFA)

CFA 100, 412-268-2349

**Hilary Robinson**, Dean :: **Barbara Anderson**, Associate Dean :: **Luis Rico Gutierrez**, Associate Dean ::

**Ramesh Krishnamurti**, Associate Dean for Research

Each school in CFA has its own advising services, but you may also talk to the dean or the associate deans of the college, particularly if you are considering changing your major. Please refer to the following list of schools for your advisor.

## SCHOOL OF ARCHITECTURE

CFA 201, 412-268-2355 :: <http://www.arc.cmu.edu>

**Stephen R. Lee**, AIA, Interim Head :: **Heather Workinger**, Senior Academic Advisor ::

**Alexis McCune**, Coordinator of Student Programs

The School Head's Office advises all undergraduate architecture students. The senior academic advisor assists all students in registration, academic audits, and giving advice on general university and School policies. The coordinator of student programs acts as the liaison between students and faculty, organizes student programs, and provides contacts for potential employment/internships.

## SCHOOL OF ART

CFA 300, 412-268-2409 :: <http://artserver.cfa.cmu.edu> :: [artschool@andrew.cmu.edu](mailto:artschool@andrew.cmu.edu)

**John Carson**, Head :: **Mark Cato**, Assistant Head :: **Keni Jefferson**, Student Affairs Assistant

The assistant head and the Art faculty are the School of Art undergraduate academic advisors. The student affairs assistant can provide information about the Art Minor, course schedules and registration procedures. Students should consult the School of Art website, which contains the School of Art Undergraduate Handbook, information about curriculum, school programs, faculty, and staff. For general information and assistance contact Lauren Goshinski in the Art Office (telephone 412-268-2409/ email [artschool@andrew.cmu.edu](mailto:artschool@andrew.cmu.edu)).

## SCHOOL OF DESIGN

Margaret Morrison 110, 412-268-2828 :: <http://www.design.cmu.edu> :: [info@design.cmu.edu](mailto:info@design.cmu.edu)

**Stephen Stadelmeier**, Interim Head :: **Mark Mentzer**, Associate Head :: **Melissa Cicozi**, Assistant Head

The associate head advises all students on professional issues, and advises applicants on portfolio issues. The assistant head advises all students on course scheduling and academic concerns.

## SCHOOL OF DRAMA

PCA 219, 412-268-2392 :: <http://www.cmu.edu/cfa/drama>

**Richard Block**, Interim Head :: **Jennifer Chapman**, Academic Coordinator

The academic coordinator advises all students on course scheduling and academic concerns. In addition, students are assigned a faculty advisor with whom they may discuss their progress in the program.

## SCHOOL OF MUSIC

CFA 105, 412-268-2372 :: <http://cmu.edu/cfa/music>

**Noel Zahler**, Head

**Sharon Johnston**, Director of Student Services

The School of Music has a three-tier system of advising: professional advisor, academic advisor (director of student services), and school head.

The private studio teacher is the student's primary professional advisor; this person provides ongoing professional and career guidance as well as specific feedback on the student's level of talent and potential for work in the profession. Other music faculty may also be the student's professional advisor; this person provides ongoing professional and career guidance in his/her area of expertise in response to the student's interest in that area and in a mentor relationship.

The School of Music's director of student services follows the students from the beginning of their association with the School through their graduation: overseeing the student's registration, providing guidance and advice on the selection of required courses and electives; approving course overloads; checking progress towards completion of curricular requirements; auditing all requirements for graduation; and certifying the student's degree.

The final level of overseeing for the School of Music's advising system lies in the office of the school head, as is the case for all aspects of the School's operations. Any student who is exhibiting difficulty with the program is actively counseled by the professional advisor, the director of student services, and the head of the school.

## COLLEGE OF HUMANITIES AND SOCIAL SCIENCES (H&SS)

Baker Hall A57, 412-268-2924 :: <http://hss.cmu.edu>

**John Lehoczky**, Dean

**Kristina Straub**, Associate Dean for Academic Affairs, [ks3t@andrew.cmu.edu](mailto:ks3t@andrew.cmu.edu)

**Joseph Devine**, Associate Dean for Undergraduate Studies, [jd0x@andrew.cmu.edu](mailto:jd0x@andrew.cmu.edu)

H&SS Academic Advisory Center Advisors:

**Debby Gerhardt**, 412-268-1076, [gerhardt@andrew.cmu.edu](mailto:gerhardt@andrew.cmu.edu)

**Kimberlee Eberle**, 412-268-1080, [keberle@andrew.cmu.edu](mailto:keberle@andrew.cmu.edu)

**Melissa Snyder**, 412-268-1079, [mmsnyder@andrew.cmu.edu](mailto:mmsnyder@andrew.cmu.edu)

H&SS Academic Advisory Center Baker Hall A57, 412-268-2924, [jt57@andrew.cmu.edu](mailto:jt57@andrew.cmu.edu)

Until you declare a major, you will be advised primarily through the advisors in the H&SS Academic Advisory Center (AAC). You have a personal advisor who will help you with course selection, planning a major and making the academic transition to college. When you declare a major, you will have a faculty advisor in that major, but continue to have your Academic Advisory Center (college) advisor for remaining college requirements or other issues that might be best addressed by your college advisor. Students from other Carnegie Mellon colleges who have an interest in H&SS may also approach the H&SS AAC for information and advice, as well as about possible transfer into the college.

## MELLON COLLEGE OF SCIENCE (MCS)

Doherty Hall 1324, 412-268-6679 :: <http://www.cmu.edu/mcs/>

**Fred Gilman**, Dean

**Eric Grotzinger**, Associate Dean for Undergraduate Affairs and First Year Advisor

The Office of Undergraduate Affairs advises all first-year MCS students and assists in the advising of first-year SHS and BSA students. Upper-class students are advised by faculty in their major department. The Office of Undergraduate Affairs also serves upper-class students whose advising needs cannot be met solely by their departments. Students from other Carnegie Mellon colleges who have an interest in MCS courses or programs should also go to the Office of Undergraduate Affairs for advising.

## SCHOOL OF COMPUTER SCIENCE (SCS)

Undergraduate Office: Wean Hall 5101, 412-268-3286 :: <http://www.csd.cs.cmu.edu/education/bscs/>

**Randy Bryant**, Dean

**Klaus Sutner**, Associate Dean for Undergraduate Education

**Mark Stehlik**, Assistant Dean for Undergraduate Education — Wean 5103, 412-268-3609

**Jacobo Carrasquel**, Computer Science First-Year Advisor — Wean 5126, 412-268-6729

Jacobo Carrasquel will advise you as a first year SCS undergraduate. In April of your freshman year (before registration for the fall semester), you will be assigned a faculty advisor who will advise you through graduation. Students outside of SCS with advising needs or questions should contact Mark Stehlik.

## **TEPPER SCHOOL OF BUSINESS**

### **Business Administration (BA)**

Tepper 139, 412-268-3512

**Milton Cofield**, Executive Director of Business Administration

**Stephanie Westline**, Assistant Director

Students may see any member of the Business Administration staff for their academic advising needs.

## **OTHER ADVISING RESOURCES**

### **HEALTH PROFESSIONALS PROGRAM (HPP)**

Doherty Hall 1319, 412-268-8494

**Dr. Amy Burkert**, Director

The Health Professions Program (HPP) is an advising resource for students interested in pursuing a career in a health profession, including medicine, dentistry, health policy, biomedical research and medical informatics, to name just a few.

The HPP is divided into three phases of advising to help answer your questions at every stage of your undergraduate career. During the exploration phase, you are encouraged to explore your interests and gain a basic understanding of your field of interest through seminars, workshops and experiential learning. During the preparation phase, the HPP director helps you to develop an academic program to include relevant prerequisite courses and co-curricular activities. The final phase of guidance is offered as you enter the graduate application process. A resource library is also available in the HPP office.

### **PRE-LAW ADVISING PROGRAM**

Baker Hall A57, 412-268-6117

**Joseph Devine**, Associate Dean of H&SS and University Prelaw Advisor, [jd0x@andrew.cmu.edu](mailto:jd0x@andrew.cmu.edu)

The Pre-Law Advising Program provides support services to guide and inform you about law school and careers in law, and to help you select, apply and gain admission to law school. You will receive advice about coursework in areas that will expose you to law-related fields and develop skills relevant to the demands of law school. Related activities include mock trial competitions, a student prelaw society, visits and talks by distinguished jurists and law school representatives, and workshops on the law school application process.

### **SCIENCE & HUMANITIES SCHOLARS (SHS) ADVISING**

DH 2201, 412-268-7333

**William Alba**, Director, [alba@cmu.edu](mailto:alba@cmu.edu)

## **CHANGING MAJORS OR TRANSFERRING**

Your academic advisor and/or a staff member in the Career Center or your housefellow can help you explore different academic options. They can provide information regarding alternative majors, taking a leave of absence or transferring to a different college within or outside of Carnegie Mellon.

## **ACADEMIC DEVELOPMENT**

Cyert B5, 412-268-6878

<http://cmu.edu/academic-development> :: [academic-development@andrew.cmu.edu](mailto:academic-development@andrew.cmu.edu)

**Linda Hooper**, Director

The mission of Academic Development is to assist students in developing the skills, strategies, and behaviors needed to perform as confident, independent, and active learners. We offer a wide variety of free services including academic counseling in study skills and peer tutoring as well as supplemental instruction and study groups for select courses. Our services are designed to help both students who are having academic difficulties and those who just want to improve their performance.

## **ACADEMIC COUNSELING**

Academic Counseling is an assistance program that helps students acquire more effective and efficient study skills. Student academic counselors (AC's) conduct both group workshops and individual sessions that focus on the following topics: time management, procrastination, stress management, test-taking strategies, final exam prep, textbook reading, lecture note-taking, and memory.

## PEER TUTORING

Peer tutoring is offered as both a walk-in and standing appointment service. Peer tutors are usually undergraduates who assist fellow students primarily with large introductory level courses. Peer tutors have been trained and have taken classes identical or similar to the ones they tutor.

## WALK-IN TUTORING

**When:** Sunday – Thursday, 8:30-11:00pm; Monday and Wednesday, 2:00-6:00pm

**Where:** Mudge Library, Donner Reading Room, West Wing Tech Lounge, and Cyert Classrooms

**Subjects Tored:** Biochemistry, Chemistry, Organic Chemistry, Cell Biology, Genetics, Calculus, Calculus in 3D, Concepts of Math, Multivariate A & A, Physics, Writing, Economics, CS 15-100/211/212, Chem E, ECE, Japanese, and Chinese.

## STANDING TUTORING APPOINTMENTS

Students who require additional assistance in a course not supported by both walk-in and SI can request a weekly standing tutoring appointment. Appointments are scheduled on a first come, first serve basis. Just stop by the Academic Development Office and fill out a tutoring request form.

## STUDY GROUPS

Academic Development offers organized study groups for classes that are not supported by either SI or peer tutoring. Study groups meet once weekly throughout the semester and are facilitated by a trained study group leader. Study groups are comprised of a maximum of six students per group and are formed on an as-needed basis. There are often multiple groups for any given course.

## SUPPLEMENTAL INSTRUCTION (SI)

Supplemental Instruction (SI) is offered for traditionally difficult courses. SI discussion and review sessions are facilitated by student SI leaders who have already completed the course and earned an A. Designed to supplement, not replace class lectures and recitations, SI sessions are interactive and collaborative. Students who attend sessions learn to integrate how-to-learn with what-to-learn. SI sessions are usually held twice weekly for one hour. Attendance is completely voluntary.

Please view the Academic Development website for a list of SI supported classes. SI will be announced in your class during the first week of the term.

## FAST FACTS

This series of study skills pamphlets is available on our website or by visiting the Academic Development office. They deal with such topics as: Combating Procrastination, Fighting Test Anxiety, and Preparing Your Study Space. Four new Freshman Fast Facts will be introduced for the Fall 2008 term. They provide advice from Carnegie Mellon students and faculty about many of the new challenges that first year undergraduates face during the first few weeks of college.

## JOB OPPORTUNITIES

Academic Development has the following employment opportunities for undergraduates: Academic counselors, peer tutors, SI leaders and study group leaders. These positions may require a 4.5 unit training program. There are also a few evening receptionist positions available. Call the Academic Development office for more information.

## ASSOCIATE DEANS COUNCIL (ADC)

The ADC oversees general matters of academic coordination, advising and academic actions. The membership of the Council consists of all the associate deans for undergraduate education in the colleges. General aspects of curricula, scheduling, and course offerings as well as academic advising and inquiries about any of these matters should be referred to the associate dean for undergraduate education in your college who will work with the ADC as necessary. The associate dean in your college is therefore your first resource after your department when you have questions or issues to discuss.

# CARNEGIE MELLON ADVISING RESOURCE CENTER

Cyert Hall A64, 412-268-2150 :: **Ty Walton**, Director

The Carnegie Mellon Advising Resource Center (CMARC) is an advising and information center committed to supporting students in their academic and personal development. The office works to connect students to appropriate communities, services and opportunities. As an advocate for diversity and inclusiveness, CMARC promotes social and academic networks between peer communities and cultures. The office is a place where students' differences and talents are guided, appreciated and reinforced. Founded as the Carnegie Mellon Action Project (CMAP), CMARC has an additional commitment to support underrepresented ethnic minority students.

## ACADEMIC ADVISING

CMARC advisors promote the maximum development of all students by offering academic counsel, interactive advising programs, and information in order to help them develop their strengths and achieve their goals. Advisors encourage students to maximize their educational experience by promoting informed and responsible decision making. Advisors also work in cooperation with faculty and departmental advisors to promote academic success.

## LEADERSHIP DEVELOPMENT

CMARC seeks to prepare students to make a long term, positive impact in their communities and workplaces. The office provides a variety of experiences that educate and train students in effective leadership principles which allow them to achieve their personal, professional, and organizational goals. Emphasis is placed on ethical decision making and collaboration skills that can distinguish students in today's competitive global job market. Service learning opportunities are also made available.

## COMMUNITY BUILDING

Establishing academic and social peer networks is a major tenet of student retention. Research suggests that students who become an integral part of the campus community usually persist and graduate. CMARC assists students in establishing these connections by sponsoring a variety of activities that bring students together across all classes and disciplines. This programming helps students personalize their experience and ties them into the fabric of the university culture. They also enable newcomers to acquire useful informal networks and mentoring relationships with upper-class students.

## COMPUTING SERVICES

Cyert Hall 285 :: <http://www.cmu.edu/computing/>

**Joel Smith**, Vice Provost for Computing Services

Computing Services develops, maintains and supports the computing resources for the students, faculty and staff of Carnegie Mellon University. Their services include networking that interconnects the central campus computers, Andrew file servers, and personal computers, as well as Wireless Andrew, Carnegie Mellon's high-speed wireless infrastructure. The division is also responsible for technical support via the Help Center, computer clusters, computer repair, system software development, "how to" documentation, and telephone services that include voicemail and long distance as well as cable television. For more information, visit <http://www.cmu.edu/computing/>.

## THE HELP CENTER

Cyert Hall 119, 412-268-4357 (CMU-HELP) :: <http://www.cmu.edu/computing/repair/help-center.html>

The Computing Services Help Center provides students, faculty and staff members with technical assistance and information about computing at Carnegie Mellon; most Help Center services are offered at no charge. Walk-in hours are available Monday through Friday 9am-5pm and phone hours from 7am-7pm. You can contact the Help Center by phone, in person, or by sending e-mail to [advisor@andrew.cmu.edu](mailto:advisor@andrew.cmu.edu). For self help, visit Computing Services' extensive on-line documentation collection at <http://www.cmu.edu/computing/doc/>.

## COMPUTING CLUSTERS

<http://www.cmu.edu/computing/clusters/>

Computing Services maintains seven public computing labs known as "clusters." Altogether, nearly 400 Windows, Macintosh and Linux computers are available through these public clusters for word processing, design, Web browsing, reading email and other computing tasks. Clusters are also used by faculty for teaching computer-related courses.

The West Wing Collaborative Cluster is a newly renovated student-focused cluster that combines open space, group seating areas and new technologies to support group collaboration. In this location, you'll also find ample power and data connections to ease laptop usage; and a "stop-in" area for quick access to printing, email checking and scanning.

In addition to computers, clusters also offer printers, color scanners and specialized equipment for producing high-end graphic intensive projects. Operated in conjunction with the College of Fine Arts, 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.

Most clusters are open 24 hours per day when classes are in session. You can preview cluster locations, equipment, and schedules on the web at <http://www.cmu.edu/computing/clusters/>.

## COMPUTING POLICIES

<http://www.cmu.edu/computing/guideline/index.html>

The Carnegie Mellon Computing Policy establishes a general policy for the use of computing, telephone and information resources on campus. The policy is supported by a number of guidelines. Members of the campus community should be aware of information contained in the policy and supporting guidelines.

## FELLOWSHIPS AND SCHOLARSHIPS OFFICE

Warner Hall 530, 412-268-1969 :: <http://www.cmu.edu/fso>

**Stephanie Wallach**, Director

**Judy Zang**, Scholarship Coordinator

**Julia Spencer**, Program Assistant

The Fellowships and Scholarships Office (FSO) advises students in the search, preparation and application processes for competitive awards. These include—among many other awards—the nationally prestigious Rhodes Scholarship, National Science Foundation Graduate Research Fellowship, the Harry S. Truman Scholarship, and U.S. Fulbright Student Program.

Such fellowships and scholarships enable undergraduate and graduate students to take full advantage of study abroad opportunities, significant research grants, and/or generous tuition awards. The application and preparation processes for these competitions, overseen by the FSO in collaboration with faculty and staff, provide students with valuable skills that they can continue to develop throughout their educational and professional careers. Students can visit the FSO website, <http://www.cmu.edu/fso/>, to receive information and updates about scholarships and fellowships. For an appointment contact the FSO.

## INTERCULTURAL COMMUNICATION CENTER

Warner Hall 308, 412-268-4979 :: <http://www.cmu.edu/icc> :: [eslhelp@andrew.cmu.edu](mailto:eslhelp@andrew.cmu.edu)

**Peggy Allen Heidish**, Director

The Intercultural Communication Center is a support service offering non-credit classes, workshops, and individual appointments designed to equip non-native English speakers (international students as well as students who attended high school in the U.S.) with the skills needed to succeed in academic programs at Carnegie Mellon.

In addition to developing academic literacy skills such as speaking, reading and writing, students can learn more about the culture and customs of the U.S. classroom. The center offers:

- Writing Clinic: designed to help students with their academic writing assignments
- Credit classes, seminars and workshops: such as Building Fluency for Presentations (a 7 week credit mini), Citing Sources, Improving Scientific Writing, and Reading Strategies
- Tutoring: individual appointments address specific areas such as speaking, listening, grammar, and academic fluency
- Placement interviews: evaluate spoken language so that we can suggest appropriate ICC work and give students useful feedback on the strengths and weaknesses of their communication skills
- The ITA Test: a mandatory screening test for any non-native speaker of English (graduate or undergraduate) who plans to work as a teaching assistant

# UNDERGRADUATE RESEARCH OFFICE

Warner Hall 531, 412-268-5702 :: <http://cmu.edu/uro>

**Stephanie Wallach**, Director

**Jennifer Weidenhof**, Assistant to the Director

Conducting research as an undergraduate provides many great opportunities—it is a terrific way to get to know faculty members, explore an area of interest in depth, turn classroom theory into practical hands-on experience, explore a topic outside your major, get a feel for graduate school, and have some fun at the same time!

All undergraduate students conducting research with a faculty advisor are eligible to participate in the Undergraduate Research Office (URO) programs which include: Small Undergraduate Research Grants (SURG) and Summer Undergraduate Research Funds (SURF). The term 'research' is defined broadly: "Research, scholarly, or artistic activities that lead to the production of new knowledge; to increased problem solving capabilities, including design and analysis; to original critical or historical theory and interpretation; or to the production of art or artistic performance." All students are encouraged to participate in the Undergraduate Research Office programs at least once during their undergraduate careers.

Funding through SURG and SURF is available to all undergraduates from every discipline and at all levels. Deadlines are well advertised on campus and are usually in mid-October for spring SURG and mid-March for summer and fall SURG and SURFs.

Our annual Undergraduate Research Symposium called Meeting of the Minds occurs on spring reading day each May and is a celebration of undergraduate research in all fields across campus.

## UNIVERSITY LIBRARIES

Hunt Library 412-268-2442 :: <http://www.library.cmu.edu>

**Dr. Gloriana St. Clair**, Dean

The University Libraries are here to help you quickly find the information that you need, and to learn to evaluate and use information sources skillfully. We have a great many digital resources and services; in fact, about 75% of our users prefer to do most of their library research on-line- from clusters, dorm rooms, or even from the Qatar campus. In contrast, many students also appreciate the library as a place to meet friends, to work in groups, to get away and study, or just to relax and enjoy some recreational reading or media.

Library collections and services for the Pittsburgh campus are housed in three main facilities:

- **Engineering and Science Library** (Wean Hall 4th Floor) supports majors in science, engineering and technology.
- **Hunt Library** supports majors in arts, business, humanities and social sciences.
- **Mellon Institute Library** (Mellon Institute 4th floor) supports majors in biology and chemistry.

**Home Page:** <http://library.cmu.edu> or login to Blackboard and click the Library tab. You can also use library resources from the university portal, [my.cmu.edu](http://my.cmu.edu). Login and click the Academics tab. Some of the most useful links for students include:



When Mr. and Mrs. Roy A. Hunt donated funds for the Hunt Library in 1960, they requested that for 40 years, until the year 2000, no building would be constructed between the library and Forbes Avenue. Today, 48 years later, only the Fence and a few trees stand on the Cut and you can see the library from Forbes.

*Hunt Library*

- **Cameo** (library catalog), <http://cameo.library.cmu.edu>: Use Cameo to find books and other materials available in libraries at Carnegie Mellon. Cameo provides detailed information about library collections, which include over a million books, 2500 print journal and newspaper subscriptions, and access to more than 16,000 journal titles in full-text on-line. Collections include books, technical reports, music scores, slides, videos, DVDs and other media. Cameo indicates the specific location of each item and whether items are checked out or available. Cameo also provides access to course reserves and e-reserves for your classes. You can use Cameo to request library services, such as book renewal. If you do not find the books you need in our on-line catalog, click E-ZBorrow (available in Cameo) to borrow books from other academic libraries in Pennsylvania. From the library home page, you can also check other library catalogs, including nearby University of Pittsburgh.

- **Databases and full-text:** The library subscribes to hundreds of databases that index articles in journals and conference proceedings, and sometimes include complete articles on-line. Most of our electronic resources are licensed for authenticated Carnegie Mellon users only. Enrolled students can always access licensed on-line resources via the university's IP Address Extension Service (VPN), no matter which Internet service provider you are using.
- To see **databases grouped by discipline**, and access a helpful description before you link to the database, go to "Databases by Subject" on the library home page. For direct links to all available databases, go to "Databases by Name." As you review database search results, look for the icon or text GET IT—if articles are available at Carnegie Mellon in full-text, GET IT will provide links.
- For **electronic journals, newspapers, books, images and audio**, click "Full-text Resources" on the library home page. For dictionaries, directories, encyclopedias and other quick fact sources in full-text, click "Research Help > General/Reference."
- **Help and support:** Librarians are here to support your work in the colleges and programs at Carnegie Mellon. Librarians' Research Help pages are tailor-made for the Carnegie Mellon academic community. MetaLib is another good place to start research, especially if a topic is unfamiliar. If you have questions or need help, click "Ask a Librarian" for live chat, email, phone and in-person reference service. E-ZBorrow (available in Cameo) enables you to find and borrow books directly from other academic libraries in Pennsylvania. ILLiad interlibrary loan service requests books and articles from other libraries, with an option for desktop delivery whenever possible. Get help at reference desks and other service points in your library, or via Research Help and User Services web pages.
- **Hours:** Library hours vary slightly each term according to the university's official calendar, and the library expands hours before and during finals each semester (Hunt Library is open 24 hours during finals). Library hours are posted on-line and at each library. You may also pick up copies of current hours at any circulation desk.

## WASHINGTON SEMESTER PROGRAM

Porter Hall 208A, 412-268-3251

**Connie Angermeier**, Department of Social and Decision Sciences :: [cla2@andrew.cmu.edu](mailto:cla2@andrew.cmu.edu)

You can spend a semester at American University and take advantage of the resources in Washington, D.C. During the Washington Semester Program (<http://www.american.edu/washingtonsemester/>), a student studies in one of the following areas: American Politics; Contemporary Islam; Economic Policy; Foreign Policy; International Business and Trade; International Environment and Development; International Law and Organizations; Israel Studies; Journalism; Justice; Peace and Conflict Resolution; Public Law; Transforming Communities. The core curriculum for each student centers on three interrelated elements: seminars, a research project or a class, and an internship that allows students to take advantage of the diverse and rich offerings available in Washington, D.C. Some programs include a study abroad component.

## ACADEMIC POLICIES AT CARNEGIE MELLON

### GOALS RIGHTS & RESPONSIBILITIES

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 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.

## **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.

## **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 participate constructively with the faculty and administration in many of the processes by which the University community maintains the excellence of its curricula and methods of instruction and the viability of its total educational program.

## **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.

## **STATEMENT ON ACADEMIC INTEGRITY**

The Statement on Academic Integrity, found in the faculty, student and staff handbooks, is the first step in Carnegie Mellon University's ongoing effort to identify and implement the kind of society its members wish to enjoy. This statement will be followed by implementation strategies as the Task Force on Academic Integrity continues its work.

## **STATEMENT ON ACADEMIC INTEGRITY**

Carnegie Mellon is a self-governing institution that requires ethical behavior of its administration, faculty, staff and students that goes beyond simple compliance with the law. Respect for these requirements creates a moral authority for the university to insist upon appropriate behavior. This authority is essential to the accomplishment of the university's mission. Integrity as described in this statement is a defining feature of the university community's high expectations for the conduct of its members.

## **INTRODUCTION**

Carnegie Mellon University educates its students to become professionals who will serve society with integrity. The university also creates and disseminates new knowledge and expressions of knowledge in ways that benefit society. Carnegie Mellon strives to serve the changing needs of society through the three primary goals outlined in its mission statement: to create and disseminate knowledge and art through research and artistic expression, teaching and learning and transfer to society, to serve students by teaching them leadership and problem-solving skills, and the values of quality, ethical behavior, responsibility to society and commitments to work, to pursue the advantages provided by a diverse community, open to the exchange of ideas, where discovery and artistic creativity can flourish.

These statements provide a groundwork for academic integrity that includes everyone in the Carnegie Mellon community. Our common objective is to make sure that we teach and learn with commitment, consistency, honesty and fidelity. This process involves at its core interaction between young and old, novice and expert, apprentice and master. Integrity requires that we examine the context in which we do our work. In the university community, young people grow and develop their identities, which mandates that all our dealings follow and foster principles of respect for autonomy, beneficence, justice and fidelity to the mission of the university. The university population is increasingly diverse, faces rapid changes in knowledge and technology that have historically produced uncertainty about the appropriate roles of individuals and professions in the larger society. Each of these facts can and do create issues that we need to be aware of and deal with if we are to successfully achieve our primary missions. When these circumstances are not fully communicated to and understood by all persons in the community, unnecessary suspicions concerning integrity may distract from our teaching and learning and taint the atmosphere on campus. When they are openly discussed and conflicts concerning them openly aired, we all proceed with greater confidence and trust.

All members of the university community have the obligation to serve as models of personal and professional integrity, as well as models for creating, expressing and transferring knowledge. This implies that the faculty not only provide the knowledge and training that prepare students to find their productive roles in society, but also help them discover and maintain integrity in the practice of that role. Staff and administrators are charged with representing the university accurately and forthrightly. Students are responsible for conducting their learning in a similarly honest and committed fashion—by avoiding plagiarism, cheating or taking credit for work not their own—and thus contributing to a campus atmosphere which expects and supports academic integrity.

## **PRACTICE OF THE MISSION OF ACADEMIC INTEGRITY**

Academic integrity refers to the implicit commitment that every member makes to all others in the community to practice those principles that underlie the mission of the university and define academic integrity. These are: honesty and good faith; clarity in the communication of core values; professional conduct of work; mutual trust and respect; and fairness and exemplary behavior.

## **HONESTY AND GOOD FAITH**

Underlying all the interactions and transactions of the university is the assumption that all of its members act in good faith and are open with each other. For example, students must be able to assume that they can take faculty, staff and administration at their word and vice versa. If questions about honest communications and good faith arise

within the community or among some of its members, the general issue must be aired in a frank and open way. Individual cases involving alleged infractions, on the other hand, are properly handled under conditions that respect confidentiality. Penalties for proven infractions of the university's standards must be dealt with promptly and fairly. The more fully we can come to understand and concur with one another on guiding principles, the fewer such cases will turn up, and the more rewarding the university experience will be for all of us.

### **CLARITY IN THE COMMUNICATION OF CORE VALUES**

Clarity in the communication of the core values and standards of Carnegie Mellon requires explicit understanding of the mission and core values among members of faculty, staff, administration and students; reflection upon and open discussion of standards of practice; identification and resolution of conflicts posed by our mission objectives; and a clear and open communication of our mission to the community. This means we recognize our commitment to the distinct objectives of our vision and mission with all the assessment, certification, evaluation and reorientation that these imply. In direct face-to-face situations students should be dealt with immediately, openly and honestly. Students also need opportunities to learn about and discuss standards, expectations and norms when no immediate "case" is at hand.

### **PROFESSIONAL CONDUCT OF WORK**

Professionalism for the faculty involves designing syllabi which accurately indicate the subject matter and practices of each course and meeting all scheduled classes fully prepared for the assigned work. It also involves the certification of students in their areas of expertise. The university is obligated to provide measures of student progress in the form of grades, degrees, and honors. These attest to society that both faculty and students have fulfilled their commitments. Degrees and honors certify that a level of performance has been met in a student's demonstration of acquisition and use of knowledge, so it is imperative that grading be a fair, accurate and honest measure of a student's work. At the same time, faculty need to be cognizant of the pressure on students to view grades, which they see as determining their job prospects, as "the be all and end all" of their university experiences and to devise strategies in the classroom to make learning, rather than receiving grades, the central focus.

The ethics governing research must be understood, practiced and communicated to students. This involves being clear and truthful about the ownership of research results and data, avoiding conflicts of interest (or disclosing them when they cannot be avoided), and making only honest and accurate claims in reporting research. In the context of the university, the professional conduct of work has two distinct dimensions: professionalism in one's discipline or area of expertise and professionalism as a member of the university. The distinction between these aspects of professionalism in the academy must be clearly understood and communicated. In addition, each of the various academic disciplines and fields of endeavor represented at Carnegie Mellon has its own implicit and explicit standards for professional work. These are binding on faculty, administration and staff, and must be communicated to students as part of their preparation to become professionals. Research ethics also entails the open discussion of the propriety of the university's involvement in work that seems to be detrimental to society given the values of our mission.

Professional research in the academy is involved with several of its unique institutional goals, including the education of undergraduates, graduate education and certification for professional roles, and faculty tenure. These features pose issues specific to the academy, issues which must be acknowledged and treated explicitly if we are to be clear, open and consistent. The practices of other organizations may therefore not be entirely relevant to those in the university. Recognizing that students are learners demands that they be involved in ongoing research in ways which benefit their education, rather than merely as assistants in faculty projects. Students need also to be clearly informed about standards of behavior and performance that are accepted practices in the discipline and held responsible to them. This should be done proactively as a learning experience rather than retroactively as a punitive experience.

### **MUTUAL TRUST AND RESPECT**

An environment of mutual trust and respect is necessary if the institution is to promote integrity. Mutual trust and respect are prerequisites for open communication and honest dialogue about values, goals and expectations. They require freedom of expression without fear of retribution, institutional or otherwise, and value the diversity of persons, ideas and choices differing from one's own. They recognize that being in a diverse community is an advantage to encouraging discovery and creativity. Both respect for individuals and respect for institutional values involves balancing the claims of personal autonomy with the goals and mission of the institution. All of us need to be alert to prevent the power structure of the classroom and the university as a whole from suppressing legitimate beliefs and practices. If trust should break down, we need to explore the reasons for the breakdown and identify ways for the community to rebuild trust among its members.

A basis for promoting trust and respect is provided by ensuring that the faculty treat the student's education and the student as ends rather than as a means to some end. For example, the graduate student's development as a researcher and professional, his or her learning and well-being, have to be honored as ends in themselves, rather than treating graduate student work merely as a means to the end of the production of knowledge (from which the professor may benefit more than the student). Students at all levels must be encouraged to value their university experience as learning and personal growth, rather than solely as the means to a career goal. They are responsible for rendering an atmosphere of mistrust by their teachers and among themselves unnecessary by consistently living up to the university's standards.

### **FAIRNESS AND EXEMPLARY BEHAVIOR**

The preservation of academic integrity means not only commitment to ideals but also justice in carrying out these ideals. Faculty, staff and administration must deal fairly in all of the various decisions they make which have consequences for students and all the other stakeholders of the university. When questions arise as to whether such decisions distribute benefits and burdens fairly, significant dialogue and open communications about such decisions should be conducted. The power that teachers wield in the classroom must be exercised with the greatest possible care for maintaining fairness, which means examining classroom practice for any hidden assumptions which might produce confusion or partiality. It also means that we describe to students what the expected commitment for a learning environment is and how to deal with conflicts of commitment, for example time management problems, as they arise. Students must strive to be fair to each other, for example in not claiming unjustified credit in carrying out joint projects and in the appropriate sharing of facilities. Staff must demonstrate impartiality in offering students information, opportunities and prerequisites.

Integrity in the campus community is more than just swift punishment of plagiarism or cheating. It is an on-going process which asks everyone to both consider carefully and practice consistently the honesty, clear thinking, professionalism, fairness and trust that make learning, teaching and living here rewarding. When misunderstandings or conflicts over what constitutes integrity arise, as they may in a changing society, the campus must use the opportunity to exercise impartiality and wisdom to adjudicate between ideas and parties. Rightly settled, such issues will become the basis for shared understandings in the future. The university expects its members to be leaders in matters concerning integrity, not only here, but in the larger society we serve.

## **STANDARDS FOR ACADEMIC & CREATIVE LIFE**

While the Undergraduate Catalog is the primary document on academic policies, there are also academic policies outlined in The Word. After reading this section, you should read through the Undergraduate Catalog to find out more about the academic policies at Carnegie Mellon.

**Students may view Carnegie Mellon policies at <http://www.cmu.edu/policies>.**

### **STUDENTS' RIGHTS**

**This policy is available on line: <http://cmu.edu/policies/documents/StRights.html>**

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 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 handbook against unreasonable academic action.

## PRIVACY RIGHTS OF STUDENTS

This policy is available in full on-line: <http://www.cmu.edu/policies/documents/StPrivacy.html>

### POLICY STATEMENT

Under the Family Educational Rights and Privacy Act (FERPA), you have the right to:

- inspect and review your education records;
- request an amendment to your education records if you believe they are inaccurate or misleading;
- request a hearing if your request for amendment is not resolved to your satisfaction;
- consent to disclosure of personally identifiable information from your education records, except to the extent that FERPA authorizes disclosure without your consent;
- file a complaint with the U.S. Department of Education Family Policy Compliance Office if you believe your rights under FERPA have been violated.

#### 1. Inspection

Education records are records maintained by the university that are directly related to students. Some examples are grades and work-study records.

Complete an Education Inspection and Review Request Form (available on-line as a PDF document or from the HUB, Lower Level, Warner Hall) and return it to The HUB.

#### 2. Amendment

Send a written, signed request for amendment to the Vice President for Campus Affairs, Carnegie Mellon University, 610 Warner Hall, Pittsburgh, PA 15213. Your request should specify the record you want to have amended and the reason for amendment.

#### 3. Hearing

Send a written, signed request for amendment to the Vice President for Campus Affairs, Carnegie Mellon University, 610 Warner Hall, Pittsburgh, PA 15213. The university will schedule a hearing no later than 45 days after your request.

#### 4. Disclosure

Carnegie Mellon generally will not disclose personally identifiable information from your education records without your consent except for directory information and other exceptions specified by law. Under FERPA, directory information is personally identifiable information that may be disclosed without your consent, unless you specifically request the university not to do so. It is used for purposes like compiling campus directories.

If you do not want your directory information to be disclosed, you must notify The HUB (Lower Level, Warner Hall) in writing within the first 15 days of the semester.

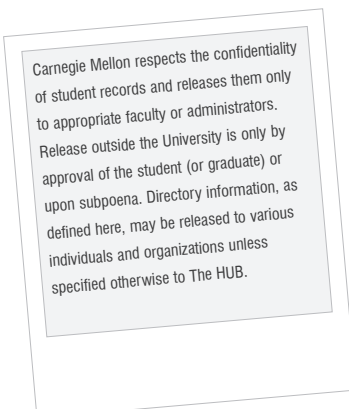
Under FERPA, Carnegie Mellon may release personally identifiable information from your education records without your prior consent to school officials with legitimate educational interests. School officials have a "legitimate educational interest" if they need to review an education record in order to fulfill their professional responsibilities.

#### 5. Complaints

If you believe the university has not complied with FERPA, you can file a complaint with: Family Law Compliance Office, Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.

### CONTACT

Questions about this policy should be directed to Enrollment Services at 412-268-8186.



Carnegie Mellon respects the confidentiality of student records and releases them only to appropriate faculty or administrators. Release outside the University is only by approval of the student (or graduate) or upon subpoena. Directory information, as defined here, may be released to various individuals and organizations unless specified otherwise to The HUB.

## **COMPUTING AND INFORMATION RESOURCES**

This policy is available on-line: <http://cmu.edu/policies/documents/Computing.htm>

The following is a summary of the 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](mailto:abuse@andrew.cmu.edu).

### **RESPECT FOR OTHERS' PROPERTY AND PRIVACY RIGHTS**

Users are responsible to respect copyright agreements and intellectual property ownership. Any material that is the work of another, whether explicitly copyrighted or not, should not be distributed by a user without appropriate acknowledgement and/or permission of the creator; unless permission has been granted by the owner of copyright protected materials, distribution of copyright protected material via the university network or computer systems is prohibited. So while the university has been granted permission by software vendors to distribute certain software packages via the network, it is not generally permissible for individual users to distribute that same software to

others via the university network or computer systems. See the sections in this policy on Misuse and Inappropriate Behavior. While there may be cases in which property rights to particular programs, data, etc., are ambiguous or in dispute, the user must assume that any information not created by himself or herself belongs to someone else and must respect that person's privacy and property rights to that information. (In certain situations, even information created by the user may not belong to that user but rather to the university or others.) This policy is not intended to limit "fair use" as permitted under the Copyright Act and users having questions about whether a particular use constitutes a "fair use" may consult the General Counsel for advice.

## **IMPROPER/ILLEGAL COMMUNICATIONS**

Any communications that would be improper or illegal on any other medium are equally so on the computer: libelous material, obscene messages, harassment, forgery, threats, etc. However, this is not intended to restrict the free expression of ideas. Communication conducted in accordance with the university policy on Freedom of Expression and with the statement on Academic Freedom and Responsibility enunciated in the Appointment and Tenure Policy of Carnegie Mellon University will not be considered a violation of this policy. For further guidelines, see also the university policy on Separation of Individual's and Institution's Interests.

## **RESPONSIBLE SHARING OF RESOURCES**

Where a resource such as memory, CPU time or access to network resources belongs to the whole community collectively, it must be shared.

It is unacceptable to make such excessive use of system or network resources that other users cannot obtain access. Examples include excessive use of CPU time during a period of heavy use on a timesharing system, excessive use of disk space on a system that does not limit such utilization, the use of an excessive amount of network bandwidth in an environment of networked computers, and any activity that makes a system unusable or significantly degrades performance for others. A novice user might be unaware that a particular action constitutes "excessive use" but, without doubt, once a system administrator makes him or her aware of the fact that such an action is unreasonable, that user will be held responsible for any further such infractions. If you are unsure whether your needs constitute excessive use, contact the system administrator. Similarly, if you need an unusual amount of disk space, CPU time or other resources, check with the system administrator to find out whether this use can be accommodated, rather than risk interfering with the work of others on the system.

## **PERSONAL USE**

While the university makes computer resources available primarily to achieve its goals of education and research, and for administrative activities, it realizes the need to encourage the personal use of computing for the convenience of the campus community.

We reserve the right to restrict personal use of university systems and networks by an individual or by the community at large, if the use of resources for such activities becomes excessive. If you need unlimited access to computer networks for private or business purposes, you can subscribe to a commercial service.

## **MISUSE AND INAPPROPRIATE BEHAVIOR**

The following activities are expressly prohibited at Carnegie Mellon:

- Using a computer system without proper authorization granted through the university, college, or department management structure. Some activities such as "port scanning" are not expressly prohibited. However, if the target of such scanning requests that an individual or system stop performing such actions, the person or system performing the scans must stop scanning the target machine unless the scans are being carried out by a system administrator who has the authority and responsibility over the machine(s) being scanned or for the network being used.
- Concealing your identity, or assuming the identity of another (e.g., by sending forged electronic mail). Note that some forms of electronic communication, such as browsing Web pages, passively "identify" users. Keeping your identity private either by not setting an identity in your browser or by using a Web-anonymizer in order to protect yourself from being put onto mailing lists is not a violation of this policy.
- Sharing your password or account with the specific exception of staff or faculty members allowing their support personnel to access their accounts in order to provide services appropriate to their job functions. Note that some policies for the accessing of specific systems or data (see Data and Computer Security, Confidentiality of Administrative Data) explicitly forbid the sharing of passwords used to access them, and that such restrictions for those specific systems override this policy.

- Using another person's computer account, userID, files, or data without appropriate permission, as described in the previous bullet (e.g. using an account found "logged in" on a cluster machine).
- Deleting or tampering with another user's files or with information stored by another user on any information-bearing medium (disk, tape, memory, etc.). Even if the user's files are unprotected, with the exception of files obviously intended for public reading, such as Web pages, it is improper for another user to read them unless the owner has given permission (e.g. in an announcement in class or on a computer bulletin board).
- Attempting to "crack" or guess other users' passwords. System administrators or those specifically designated by the administrator or owner of a system may attempt to crack passwords in order to test and enhance the security of the system. In cases where an individual or department "owns" machines which use password files controlled by another organization (e.g. Andrew machines or their like), the owner may not attempt to crack passwords without explicit permission by the owners of the password database.
- Obtaining passwords by other means, such as password capturing programs.
- Attempting to circumvent system security (e.g. breaking into a system or using programs to obtain "root" access), without the explicit permission of the owner of that system.
- Denying appropriate access to resources to other users (e.g. "ping flooding" another system, sending "mail bombs," or modifying a login file in order to cause a user to not be able to log in).
- Releasing programs such as viruses, Trojan horses, worms, etc., that disrupt other users, damage software or hardware, disrupt network performance, or replicate themselves for malicious purpose.
- Sending commercial solicitations via electronic mail (i.e. spamming) to individuals, or to newsgroups or mailing lists where such advertising is not part of the purpose of the group or list. (It is permissible to send a commercial solicitation to a "for sale" newsgroup, provided that the advertisement conforms to other policies and guidelines at Carnegie Mellon.)
- Any "mass mailing" which is solicitous in nature, unless the mailing is in the conduct of university business.
- Reselling of services based on the university network, such as web hosting, mailing services or the selling of shell accounts.
- Running a proxy server which results in inappropriate or unauthorized access to university materials to non-university members.
- Advertising commercial businesses or ventures on Web pages hosted by Carnegie Mellon, unless prior authorization has been granted.
- Using mail messages to harass or intimidate another person (such as by repeatedly sending unwanted mail or broadcasting unsolicited mail).
- Violations of any local, state or federal laws, such as the distribution of copyright-protected materials (e.g. the distribution of commercial software, music or films in electronic format without appropriate permissions by the owner, even if the user distributing the materials notifies others of their copyright status).
- Tampering with, willful destruction of or theft of any computer equipment, whether it belongs to the university or to an individual. Tampering includes any deliberate effort to degrade or halt a system, to tie up a system or to compromise the system/network performance. Willful destruction includes any deliberate disabling or damaging of computer systems, peripheral equipment such as scanners or printers, or other facilities or equipment including the network, and any deliberate destruction or impairment of software or other users' files or data.
- The unauthorized removal of university or another's computing equipment, which constitutes theft.

This list should not be considered to be complete or exhaustive. It should, however, serve as a set of examples of obviously inappropriate behaviors. If you are in doubt about the appropriateness of something that you want to do, contact the Computing Services Help Center at 412-268-HELP, or send mail to [advisor+@andrew.cmu.edu](mailto:advisor+@andrew.cmu.edu) and ask first.

## ENFORCEMENT

Inappropriate behavior in the use of computers is punishable under the general university policies and regulations regarding faculty, students and staff. The offenses mentioned in this policy range from relatively minor to extremely serious, though even a minor offense may be treated severely if it is repeated or malicious. Certain offenses may also be subject to prosecution under federal, state or local laws.

Offenses that are minor or appear to be accidental in nature are often handled in a very informal manner such as through electronic mail. More serious offenses will involve formal procedures pursued through the Division of Student Affairs for students, Human Resources and/or the hiring university department or administrative unit for staff, or the Faculty Review Committee for faculty.

## CONTACT

Questions concerning this policy or its intent should be directed to the Information Security Office via email ([iso@andrew.cmu.edu](mailto:iso@andrew.cmu.edu)). You should also be familiar with the various service guidelines which can be found at [http://cmu.edu/computing/documentation/index\\_policies.html](http://cmu.edu/computing/documentation/index_policies.html).

## CHEATING AND PLAGIARISM

This policy is available on line: <http://cmu.edu/policies/documents/Cheating.html>

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:

- A phrase, written or musical.
- A graphic element.
- A proof.
- Specific language.
- An idea derived from the work, published or unpublished, of another person.

## **UNDERGRADUATE ACADEMIC DISCIPLINARY ACTIONS OVERVIEW**

This policy is available on-line: <http://cmu.edu/policies/documents/AcadRegs.html>

"Academic Disciplinary Actions" are penalties or sanctions imposed for violation of academic regulations against cheating or plagiarism as defined in this handbook.

### **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 course in question is being offered or after the course has ended (and 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 course (or equivalent academic level: e.g., creative/research projects) and department level, reported immediately to designated parties and (where appropriate as answered below) shall receive second-level review(s) in the following manner:

#### **Initial Review, Decision and Action(s)**

Initial review, decision and action(s) shall remain local, to involve the course instructor(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 (please be aware that local action must be reported as indicated in the section below, "Reporting of Initial Action(s)"). 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 (including Teaching Assistants (TAs) in consultation with the faculty member in charge of the course in question) are encouraged to consult at this stage with their department/program head, their dean's office and the dean of student affairs about the nature of the suspected violations, the nature of the evidence of these violations and the range of penalties under consideration. If the conclusion is that the suspected violation(s) did occur, the instructor(s) shall also choose an appropriate penalty. The most severe penalty at this level of review and action shall be failure in the course, although instructors and their departments may also recommend a more severe penalty (or additional penalties) as outlined under the section pertaining to Second-level Review and Action(s).

The instructor(s) shall, immediately and in writing, notify the student(s) involved of this decision, the basis for this decision and (when applicable) the penalty imposed. Students who have actual or pending academic disciplinary action may not drop the course in question, barring explicit approval from the faculty member. Students should also be informed at this time of their right (and attendant procedures) for appeal (see Student Appeals).

## 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:

- Department/program 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 dean of student affairs

The dean of student affairs will be responsible for coordinating all second-level action detailed below and will maintain the central record of academic disciplinary violations and actions.

## Second-level Review and Action(s)

Normally, a second-level review of an initial decision and action follows from one or more of three sources:

1. Recommendation by the instructor, department or college for a more severe penalty;
2. Recommendation by the dean of student affairs (e.g., in cases in which there are one or more prior incidents of academic disciplinary violations in the student(s)' record);
3. Appeal by the student(s) involved.

## Student Appeals

In general, students who want to appeal an academic disciplinary action must state in writing to the dean of student affairs their intention to do so within one week of the penalty date in question and then must present their appeal to the dean of student affairs no later than two weeks after said penalty date. Appeals must be in writing, with appropriate documentation.

When a second-level review is warranted, the dean of student affairs shall immediately convene an Academic Review Board to consist of at least five members drawn from the Associate Deans' Council (including the associate provost for academic projects), designates of Faculty Senate and the Student Government, of which two shall be students. The board must include at least one member from the college(s) represented by the parties. If a student appeal and a review of a recommendation for second-level action occur simultaneously, 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 board shall be chaired by the dean of student affairs who will not have a vote on the board. The parties shall be informed in writing of the date, time and location of this review.

The Academic Review Board shall (a) review the facts of incidents involved and (b) make a recommendation about second-level action to the dean of student affairs. The dean of student affairs shall then render a decision in writing to the student, with copies to:

- The instructor(s) in the course in question
- Department/program 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

This decision is subject to appeal, by either party, to the president of the university.

## WITHDRAWAL OF A DEGREE

This policy is available on-line: <http://www.cmu.edu/policies/documents/DegreeWithdraw.html>

The university reserves the right to withdraw a degree even though it has been granted should there be discovery that the work upon which it was based or the academic records in support of it had been falsified. In such a case the degree will be withdrawn promptly upon discovery of the falsification.

## PROCEDURE FOR THE APPEAL OF GRADES & ACADEMIC ACTIONS

Students who believe that a grade which has been awarded to them is incorrect or that an academic action, recommended by their department and approved by the College Council, is unreasonable or inconsistent with the practice of the college should use the following procedures for prompt and equitable resolution of the grievance.

In the case of grades the student must:

1. Present the case verbally to the faculty or staff member responsible for the course in which the student believes an inappropriate grade has been awarded.
2. Present the grievance in written form with appropriate documentation to the department head of the department responsible for the course if Step 1 does not resolve the grievance. The department head will provide within 30 days a written decision and the basis for it in the matter of the grievance.
3. Present copies of all documents originally sent to the department head in Step 2 and a formal letter of appeal to the College Council of the college responsible for the course if the student believes that Step 1 does not adequately resolve the grievance or if no decision has been rendered within the 30 days provided for in Step 2. The dean of the college, acting for the university, will respond in writing with prompt and equitable resolution of the complaint, normally within 30 days and will document the basis for the College Council's decision.

In cases in which the student believes an academic action recommended by the head of the department and approved by the College Council is inconsistent with the policies of the college or incorrect, the student should use the following procedure:

1. In writing, the student must petition the College Council to make a formal review of the appropriateness of the action, such review to take place at the next scheduled meeting of the College Council.
2. The dean of the college will provide in writing within 30 days after the next scheduled meeting of the College Council the response of the council to the petition and the basis for it.

If, after carrying out the steps described above as appropriate, the student believes that the matter is not adequately resolved or if no decision has been rendered on the last step outlined for the particular grievance, the student must present copies of all documents and a formal letter of appeal to the provost or another 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, and will document the basis for the decision.

## POLICY ON GRADES FOR TRANSFER COURSES

This policy is available on-line: <http://www.cmu.edu/policies/documents/TransferCredit.html>

The following is a summary of the policy.

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

Carnegie Mellon courses and courses taken through the university's cross-registration program will have grades recorded on the transcript and be factored into the QPA. All other courses will be recorded on this transcript indicating where the course was taken, but without a grade. Such courses will not be taken into account for academic actions, honors or QPA calculations. (Note: Suspended students may take courses elsewhere; however, they may receive transfer credit only if their college's and department's policies allow this.)

## DEFINITIONS

- A Carnegie Mellon course is one conducted under Carnegie Mellon regulations regarding course content and grading and taught by faculty under the supervision of a Carnegie Mellon academic unit. Courses taught by Carnegie Mellon faculty on the Carnegie Mellon campus qualify. Courses that are part of the regular offerings of other universities do not qualify, unless faculty at the other universities receive appointments at Carnegie Mellon and handle Carnegie Mellon students under Carnegie Mellon academic regulations.
- Courses offered for cross-registration are those taken under the PCHE (Pittsburgh Council on Higher Education) agreement during the regular academic year.

Approved by the Committee on Educational Programs and Student and Faculty Affairs, as amended January 19, 1993.

## **POLICY ON UNIVERSITY EXAMINATIONS**

This policy is available on-line: <http://www.cmu.edu/policies/documents/Exams.htm>

### **PREAMBLE**

The Faculty Senate adopted the following policies on the administration of examinations for the undergraduate courses (defined as courses that are numbered 6xx or below). These policies represent an understanding between faculty and student concerning an important but often stressful period, especially at the conclusion of each academic semester and at mid-semester. There should be no expectation that the following points will cover every conceivable situation. The student should anticipate the demands of the exam schedule, plan accordingly and early, and be prepared. The faculty should recognize that the student is encumbered with many tightly orchestrated and intensive obligations during this period over which he or she has no control: expectations should be reasonably consistent with the number of course units and, of course, should be made known to the student well in advance of the final examination period, preferably as part of the course syllabus.

In order to help students plan their time and study optimally for examinations, this document lays out in some detail the policies regarding final and in-term examinations. Instructors are requested to provide notification of the major in-term examinations in the course syllabus. The final examination date is posted early in the semester. It is the responsibility of the student to give his or her instructor sufficient notice and to work with the instructor to re-schedule examinations if this is needed.

### **DEFINITIONS**

- The university's official final examination period begins on the Monday immediately following the last day of classes and continues through the last day of scheduled final examinations, with the exception of reading day(s).
- Scheduled final examinations are those scheduled by Enrollment Services. An instructor may choose not to fix a schedule for the final examination, but instead allow each student to choose the examination time; such exams are called self-scheduled examinations.
- Final examinations can either be comprehensive, covering all course materials, or non-comprehensive, covering only a part of the course.
- Major examinations during the semester are referred to here as in-term examinations.

### **POLICIES**

#### **I. In-term Examinations**

1. All in-term examinations should be given during the regularly scheduled class time. However, if the exam requires additional time to complete, then examinations may be administered outside of regularly scheduled class time.
2. No examinations given outside of class time (excluding make ups and self-scheduled examinations) shall be administered on a Friday after 4:30pm, or at any time Saturday or Sunday.
3. The instructor administering an exam (or another required class event) that falls outside class time must make any and all reasonable accommodations to provide an alternative time to students who have conflicts with the proposed time period, including those conflicts due to activities, meetings, other classes, etc. (provided that the instructor is notified of such conflict in a timely manner).
4. No student shall be required to take more than two full-period in-class or out-of-class examinations on the same day. It is the responsibility of the student to notify the instructor in a timely manner of his/her circumstance so that appropriate accommodations can be made.

#### **II. Final Examinations**

1. All scheduled final examinations are held at the end of the semester during the university's official final examination period. Comprehensive final examinations are not required for each course, but are given at the option of the department or instructor. The reading day and weekend preceding the examination days shall never be used for examination purposes of any kind, unless a student opts to take a self-scheduled examination during this time. Non-comprehensive final examinations or final projects (but not both) are allowed during this final examination period only in courses that do not give a final comprehensive examination.

2. Instructors are expected to return all work assigned no later than the last regular day of classes in courses for which there is a final examination. In cases when this is not possible, an answer key, solution sets or equivalent feedback should be provided unless the final examination will not cover material in work that has not been returned.
3. No other coursework, including laboratory or studio work, will be due during the final examination period unless it is assigned in advance and in lieu of the course's final examination. Regardless of whether there is a final examination in the course, no classes other than review sessions shall be held during the final examination period. Review sessions should be scheduled for optimal attendance, and a serious effort should be made to accommodate students who cannot attend. In appreciation of the time required to prepare for final examinations, no other examinations, portfolio reviews, critiques or juries shall be scheduled for the last class day of a course with a final examination.
4. Instructors shall never exert or submit to pressures to move an examination so that people can leave earlier nor pressure students to take an examination on a reading day or weekend preceding examinations.
5. No student is required to take more than two scheduled examinations that start within a 25-hour period. A student who has more than two examinations scheduled within a 25-hour period or has two examinations scheduled at the same time should first contact the instructors of the courses for assistance in resolving conflicts. If the problem cannot be resolved by that means, the student should contact the associate dean of his or her home college.
6. Take-home final examinations shall be given for any 24-hour period of the student's choosing during the final examination period.
7. Students are expected to present themselves at the place assigned at the start of the examination; late arrival will reduce the total time a student has to complete the examination, unless instructor's course policy indicates otherwise. Instructors reserve the right to require attendance within a specific time period. Students who miss an examination with a reasonable excuse and wish to petition for a make-up final examination should check with the instructor. Instructors are encouraged to include late arrival policy and make-up exam policy in the course syllabus.
8. Any student shall be permitted to review his or her corrected, graded final examination in the presence of an instructor or a teaching assistant. Any controversy arising from this review shall be dealt with in accordance with the university procedure for the appeal of grades and academic actions. A final examination that is not returned to a student will be kept available for a year for review. In the event that the instructor or teaching assistant is not available for the review, the responsibility shall rest with the department head of the instructor offering the course or his or her designee. Since instructors are expected to return all work assigned before the final examinations, they are not responsible for retaining unclaimed coursework.
9. Concerns related to final examination, complaints about violations of the final examination policy or alterations of the final examination schedule should be directed to the department head of the instructor offering the course or to the associate dean of the student's home college.

## **CONTACT**

Questions concerning this policy or its intent should be directed to the Vice Provost for Education at 412-268-5865.

## **FINAL EXAMINATIONS FOR 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 examinations for graduate courses may be directed to the course instructor, the department head of the instructor offering the course, or to the graduate associate dean (or equivalent) of the student's home college.

## **CONDUCT OF CLASSES**

Students are expected to attend all scheduled classes unless the instructor explicitly informs the class that other ways of doing the work are acceptable. The action to be taken in regard to tardiness, absence from class or making up late work is the responsibility of the individual instructor; the instructor should consult with the department head and the student's dean if major action, such as dropping the student from the course, is being considered.

All classes will be held at their scheduled hour on days immediately before and after all holidays and recesses. Both faculty and students are expected to be present.

Members of athletic teams and other student organizations are permitted to be absent from classes to participate in authorized contests and presentations, either at home or out of town, provided the following conditions are met:

- All work missed must be made up to the satisfaction of the instructor(s) concerned;
- No trip shall involve an absence of more than two days, excluding days when classes are not scheduled;
- The total number of days of absence shall not exceed six per sport or per organization annually;

Each student will obtain an absence authorization signed by the director or sponsor of the organization involved and by the dean of student affairs. The student will present this authorization to the instructor. This is not an excuse for work missed. Students who, because of religious beliefs, cannot attend class may arrange as individuals to be absent, provided the work missed is made up in a manner satisfactory to the instructor(s) of the class(es) missed.

No student shall leave a scheduled exercise because of the absence of the instructor until a reasonable time has passed. By tradition and as a matter of courtesy a student should wait 10 minutes before leaving.

## **UNDERGRADUATE COURSE MEETING POLICY**

This policy is available on-line: <http://www.cmu.edu/policies/documents/CourseMtg.html>

No undergraduate classes, exams, academic, or artistic activities (including: extra help session, rehearsals, ROTC drill, make-up exams, etc.) are scheduled on weekdays between 4:30pm and 6:30pm. Extra class time beyond those regularly scheduled must take place either before 4:30pm or after 6:30pm.

## **UNDERGRADUATE COURSE MEETING PROCEDURE**

This policy is not intended to reduce the rigor or vigor of the academic or artistic programs, but to ensure that students have a period in which they are free to carry on co-curricular activities and athletics. Scheduling classes, exams, or other academic and artistic activities makes it very difficult for the students to meet these commitments. Since we are all concerned about the quality of life at the university, this time must be held for the students.

In planning the academic course schedule, Enrollment Services will review all courses to ensure that no academic or artistic courses be scheduled in this period. In addition, any requests to schedule additional or makeup course meetings, review and/or study sessions, teaching assistant office hours, or other course-related meetings, must take place either before 4:30pm or after 6:30pm. This includes meetings in all University spaces, not just within Enrollment Services controlled classrooms.

As with any policy, there must be a means of making exceptions. Any academic or artistic activities which you feel must be scheduled between 4:30pm and 6:30pm must be cleared with the vice president for campus affairs. These requests must be in writing either as a memo or through e-mail. All requests must include the course relationship, intent for the requested meeting, and the reason why the meeting cannot be held either before 4:30pm or after 6:30pm.

Any further clarification of this policy can be addressed to the vice president for campus affairs.

## **MAKE-UP OF ABSENCE FROM CLASS DUE TO ILLNESS**

When students are ill, they are expected to negotiate with professors the time and place for make-up of assignments, tests and/or examinations missed.

For students who are seriously ill, the Office of the Dean of Student Affairs (412-268-2075) should be contacted so that the student's academic area and/or professor may be contacted.

## **CARNEGIE MELLON STUDENT LEAVE POLICY**

This policy is available on-line: <http://www.cmu.edu/policies/documents/StLeave.html>

### **POLICY STATEMENT**

Students must sometimes interrupt their studies for a variety of reasons (financial, academic or personal). Students choosing to take a leave of absence should first contact their department advisor to discuss their plans while on leave and to work out any conditions that may be necessary for a smooth return to Carnegie Mellon.

A Leave of Absence form must be completed by all students requesting a leave. Notifying instructors and no longer attending classes does not complete the process. Forms are available in the academic departments, deans' offices and The HUB. Not completing the leave form results in tuition being charged to the midpoint of the semester or the

last date the student attended an academically-related activity such as an exam, tutorial or study group, or the last day a student turned in a class assignment.

A student may leave Carnegie Mellon by either withdrawing from the university (this means leaving the university with no intention to return) or by taking a leave of absence (this means leaving the university temporarily, with the firm and stated intention to return).

Students are required to fill out all information on the form, including all comment sections relating to reasons for the leave of absence. After completion of the form, students must take it to their home department and dean's office for appropriate signatures. The process of taking a leave will not be completed until all necessary signatures are on the leave form. Under certain circumstances, students may also need the dean of student affairs to sign the leave form. Nonresident alien students must see the Office of International Education for information on possible visa implications prior to going on leave.

Students on leave are not permitted to live in university housing or attend classes or maintain employment as students at Carnegie Mellon while their leave is in effect.

Doctoral candidates under ABD status (All But Dissertation) who wish to take a leave of absence should refer to the Graduate Student Handbook and the ABD and In Absentia policy.

Leave during the academic semester will take effect as of the date signed by the student's dean. After the Application for Leave Form is received by Enrollment Services, it will be reviewed for appropriate tuition refunds (Tuition and Fees Adjustment Policy) and grade implications. Student recording of courses and grades for taking a leave in a semester follows the deadlines for semester or mini courses, as follows:

- On or before the university deadline to drop classes with W (withdrawal) grades: all courses or grades are removed.
- After the university deadline to drop classes but before the last day of classes: W (withdrawal) grades will be assigned to all classes. (W grades apply to all undergraduate students, and to graduate students only in the Mellon College of Science.)
- After the last day of classes: permanent grades assigned by the instructor will be recorded.

Questions concerning this policy or its intent should be directed to The HUB, 412-268-8186.

## **CARNEGIE MELLON STUDENT RETURN POLICY**

This policy is available on-line: <http://www.cmu.edu/policies/documents/StReturns.html>

The following is a summary of the policy.

### **POLICY STATEMENT**

Students on leave wishing to return to Carnegie Mellon to resume their degree studies may do so under several conditions. In order to be considered for return from leave, a student must first obtain an Application for Return form from The HUB or their academic department. This application requires information from the student regarding the intended semester of return, current address information and information about their leave. This application must be submitted to their home department at least one month prior to the beginning of the semester.

For more details about this policy and student return procedures, please refer to the Web address cited above. Questions concerning this policy or its intent should be directed to The HUB, 412-268-8186.

## **STUDENT SUSPENSION/REQUIRED WITHDRAWAL**

This policy is available on-line: <http://www.cmu.edu/policies/documents/Suspension.html>

University suspension is a forced, temporary leave from the university. There are three types of suspension for students that apply to both graduate and undergraduate students:

Academic suspension is the result of poor academic performance or violation of academic regulations and is imposed by the student's college or academic department.

Disciplinary suspension is the result of serious personal misconduct and is imposed by the dean of student affairs.

Administrative suspension is the result of failure to meet university financial obligations or failure to comply with federal, state or local health regulations and is imposed by Enrollment Services. (See Student Accounts Receivable Collection Policy and Procedures for financial obligations. Contact Student Health Services for information about health regulations).

**Suspended students may not:**

- register for courses
- attend classes
- live in student or fraternity/sorority housing
- use campus facilities, including athletic facilities, library and computer clusters
- participate in student activities
- be members of student organizations
- have student jobs

Note: students on academic suspension may have a summer campus job if they accepted the job before they were suspended.

**EMPLOYMENT**

Although suspended students may not hold student jobs, students on academic suspension may, under certain circumstances, have a non-student job with the university; students on disciplinary or administrative suspension may not. To have a non-student job, students on academic suspension must receive approval from their associate dean (undergraduate students) or department head (graduate students) to ensure that the job will not violate their suspension terms. Students in violation of this will lose their degree student status, meaning they would have to reapply for admission to Carnegie Mellon through either Undergraduate Admission or the appropriate graduate department.

**TRANSFER CREDIT**

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

**APPEALS**

To appeal any action of this policy, the student may write to the following people:

- Academic Suspension – associate dean (undergraduate) or department head (graduate);
- Disciplinary Suspension – dean of student affairs;
- Administrative Suspension – vice president for campus affairs, vice president for business and planning, and the dean of student affairs, in consultation with the student's associate dean.

**RETURNING FROM SUSPENSION**

In order to return from a suspension, a student must have the following approval:

- Academic Suspension – associate dean (undergraduate) or department head (graduate);
- Disciplinary Suspension – dean of student affairs;
- Administrative Suspension – vice president for campus affairs or his designate.

Questions concerning this policy or its intent should be directed to The HUB, 412-268-8186.

**FINANCIAL OBLIGATIONS**

Students must have their student account balances settled by the published dates. If settlement is made after the enrollment deadlines, a late fee may be assessed. An account balance that is unpaid for more than 30 days will be assessed a penalty charge of 1.25 percent per month. The University's Student Accounts Receivable Collection Policy and Procedures can be accessed through the University policy page at <http://cmu.edu/policies/documents/Collection.html>.

To help students and parents meet the costs of education, a tuition payment plan is available. The Tuition Payment Plan is a ten-month plan (July-April), administered by Tuition Management Systems (TMS). Details can be obtained by calling 1-888-572-8985 or by visiting the TMS website ([http://www.cmu.edu/hub/sa/sa\\_plan.html](http://www.cmu.edu/hub/sa/sa_plan.html)).

Students will not receive academic transcripts or their diploma until all financial obligations to the university have been met. These obligations include tuition, fees, housing, food service, student health insurance, library or parking fines, or any other charges due the university.

Students should also understand that they will be financially and academically accountable for courses they attend and/or for which they are enrolled. Enrollment in a course that is not actively taken or, contrarily, the taking of a course for which enrollment has not been completed, will result in the assignment of a grade and responsibility for applicable tuition charges.

## **TUITION AND FEES ADJUSTMENT POLICY**

Questions should be directed to The HUB, 412-268-8186.

The tuition adjustment schedule is available on-line at The HUB website or at <http://www.cmu.edu/policies/documents/TuitionRefund.html>

### **APPLICATION**

This policy applies to withdrawals and leaves of absence by all students (graduate, undergraduate, non-degree) for all semesters (Fall, Spring, Summer 1, Summer 2, Summer A).

### **OFFICIAL DATE OF WITHDRAWAL/LEAVE OF ABSENCE**

For students who notify the university of their intent to withdraw or take a leave of absence, the official date of withdrawal or leave of absence is the earliest of:

- the date the student began the withdrawal or leave of absence process;
- the date the student notified his or her home department;
- the date the student notified the associate dean of his or her college; or
- the date the student notified the dean of student affairs.

For students who do not notify the university of their intent to withdraw or take a leave of absence, the official date of withdrawal or leave of absence is:

- the midpoint of the semester; or
- the last date the student attended an academically-related activity such as an exam, tutorial or study group; or
- the last day a student turned in a class assignment.

### **TUITION ADJUSTMENT**

Students who withdraw or take a leave of absence before completing 60% of the semester will be charged tuition based on the number of days completed within the semester. This includes calendar days, class and non-class days, from the first day of classes to the last day of final exams. Breaks which last five days or longer, including the preceding and subsequent weekends, are not counted. Thanksgiving and Spring Break are not counted. There is no tuition adjustment after 60% of the semester is completed.

### **HOUSING, MEAL PLAN & FEE ADJUSTMENT**

Housing charges are adjusted daily, beginning on check-in day and ending on the last day of final exams for the semester. Holiday breaks are included. The Winter Break period is not included.

Meal plan charges are adjusted weekly. DineXtra and PlaidCa\$h are assessed based upon actual use. There is no adjustment of the PAT bus fee, Student Activity fee, Media fee, or Technology fee.

### **FINANCIAL AID ADJUSTMENT**

Federal and institutional financial aid is adjusted on the same basis as tuition. A student earns 100% of his or her federal or institutional financial aid when 60% of the semester is completed. Student grants and non-federal outside scholarships are adjusted based upon the withdrawal policy of the agency awarding the funds.

### **LATE PAYMENT FEE**

August 15, 2008 is the deadline for paying Fall 2008 tuition and related charges that are in excess of your financial aid package and/or payment plan program. Student accounts that are not paid in full by August 15, 2008 will be assessed a \$150 late fee. To ensure that payment is received before the due date, please allow adequate time for mailing and processing of your payment.

Any student who anticipates difficulty in paying his/her bill should contact The HUB prior to August 15, 2008.

### **KEY DATES**

<b>August 15, 2008</b>	Payment Due
<b>August 25, 2008</b>	First Day of Classes

## **LIBRARY POLICIES**

### **CONDUCT**

- Turn cell phones off or silent. Cell phones may be used in designated areas only.
- Beverages are allowed.
- Food is allowed only in the Maggie Murph Café (Hunt Library).
- Two group study rooms are available at the Engineering & Science Library and three at Hunt Library. Group studies may be reserved up to one week in advance.
- Informal group study is permitted in most areas.
- Some areas are designated for quiet study only.
- Mutilation of materials belonging to the University Libraries or our partners is a disciplinary offense.
- Theft of library materials is a disciplinary offense.

### **SECURITY**

- Be aware and responsible for your belongings. Do not leave your backpack, laptop, cell phone or other items unattended.
- Be prepared to show photo ID if requested by library staff or university police.
- Users must login to access information and/or to print documents at workstations in the library.
- Carnegie Mellon Computing Policy, related university policies, and state and federal laws govern legal use of information and access to information, including security and privacy.
- Backpacks or other bags may be inspected as you leave the library.

### **CIRCULATION**

For information about borrowing and renewing items, overdue fines, and lost or damaged library material, visit the library home page: <http://library.cmu.edu>.

### **INTELLECTUAL PROPERTY POLICY**

**This policy is printed in full in the Undergraduate Catalog, as well as in the Faculty Handbook.**

**It is also available on-line: <http://www.cmu.edu/policies/documents/IntellProp.html>**

The following is a summary of the policy.

This policy attempts to:

- Create an environment that encourages generation of new knowledge by members of the campus community.
- Help the transfer of useful inventions and writing to society.
- Ensure that creators and the university receive appropriate financial rewards for the development and dissemination of intellectual property.
- Ensure that financial returns from the development of intellectual property do not compromise the university's mission.

### **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 that relate to the educational programs of the university and contribute to graduate education or faculty development are considered appropriate activities.

### **POLICY ON RESTRICTED RESEARCH**

**This policy is printed in full in the Carnegie Mellon Undergraduate Catalog or on-line: <http://www.cmu.edu/policies/documents/RestrictResearch.html>**

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.

## **CONSIDERATIONS FOR STUDENTS**

There are important concerns about the involvement of students in restricted research. It is necessary for students to publish their work in order to obtain degrees, course credit and professional recognition. Students rely to a large degree on their faculty advisor's judgment for guidance and advice. Research that is restricted in dissemination, or not available for public review, cannot be used for academic credit. Thus, before working on such research, a student must be notified in writing that work on this research may not be used for academic credit. Please refer to the Undergraduate Catalog or website reference above for the specifics of this policy.

## **CHANGE OF ADDRESS**

A student is required to report all changes in address to The HUB by changing his/her address through Student Information On-line (<http://www.cmu.edu/hub>). It is the student's responsibility to provide Enrollment Services and the university with a current address.

## **TEMPORARY CLOSING OF THE UNIVERSITY**

**This policy is available in full on-line: <http://www.cmu.edu/policies/documents/Closing.html>**

The following is a summary of the policy.

Carnegie Mellon University has an important commitment to students, parents, faculty, staff and the community. Accordingly, the university will make every attempt to operate normally during severe weather or other emergencies. This includes holding classes, conducting research programs, and operating facilities and services. The university will attempt to operate normally unless such operation represents a clear danger to students, staff or faculty.

There may be occasions when the university community is served best by suspending normal operations. In that event, only the president (or the president's designated representative) has the authority to close the university and to specify those persons or group of persons who are free to leave or refrain from coming to campus.

While Carnegie Mellon may cancel classes or close offices due to a campus emergency or severe weather, the university cannot entirely close operations because it provides residential space and services for thousands of students on campus. Essential employees, including those from the departments of Facilities Management Services, University Police, Computing Services and Campus Services, may be asked to report for work. Supervisors should identify and brief essential personnel regarding their responsibilities during severe weather or campus emergencies.

# NOTES