

Carnegie Mellon University
Mellon College of Science
Biological Sciences



GRADUATE STUDENT POLICY HANDBOOK

Ph.D. in Biological Sciences

2020–2021

cmu.edu/bio

PH.D. IN BIOLOGICAL SCIENCES

Resource Handbook for Graduate Students 2020–2021 Academic Year

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(Cover image courtesy of Zhao Lab)

INTRODUCTION

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

The members of the faculty and the Biological Sciences Graduate Programs Office provide ongoing guidance and assistance to students throughout their graduate careers, and any questions or concerns may be discussed with the Department Head, Asst. Department Head for Graduate Affairs, or the Director of Graduate Operations at any time. The Word/Student Handbook, which details university-wide policies, is available upon request from the Biological Sciences Graduate Programs Office.

PROGRAM MISSION

The mission of the Ph.D. program in Biological Sciences is to train new generations of scientific leaders who make significant and distinctive contributions to society. The department has established a broad range of resources to enable the students to define and achieve their mission.

UNIVERSITY POLICIES & EXPECTATIONS

It is the responsibility of each member of the Carnegie Mellon community to be familiar with university policies and guidelines. In addition to this departmental graduate student handbook the following resources are available to assist you in understanding community expectations:

The Word/Student Handbook: www.cmu.edu/student-affairs/theword/index.html

Academic Integrity Policy Website: www.cmu.edu/policies/student-and-student-life/academic-integrity.html

University Policies Website: www.cmu.edu/policies/

Graduate Education Website: www.cmu.edu/graduate/policies/index.html

STATEMENT OF ASSURANCE

Carnegie Mellon University does not discriminate in admission, employment or administration of its programs or activities on the basis of race, color, national origin, sex, handicap or disability, age, sexual orientation, gender identity, religion, creed, ancestry, belief, veteran status or genetic information. Furthermore, Carnegie Mellon University does not discriminate and is required not to discriminate in violation of federal, state or local laws or executive orders.

Inquiries concerning the application of and compliance with this statement should be directed to the university ombudsman, Carnegie Mellon University, 5000 Forbes Avenue, Pittsburgh, PA 15213, telephone 412-268-1018. Obtain general information about Carnegie Mellon University by calling 412-268-2000.

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

Information regarding the application of Title IX, including to admission and employment decisions, the sexual misconduct grievance procedures and process, including how to file a report or a complaint of sex discrimination, how to file a report of sexual harassment, and how the university responds to such reports is available at www.cmu.edu/title-ix. The Title IX coordinator may be reached at 5000 Forbes Ave., 140 Cyert Hall, Pittsburgh, PA 15213; 412-268-7125; or tix@cmu.edu.

The Carnegie Mellon Code

Students at Carnegie Mellon, because they are members of an academic community dedicated to the achievement of excellence, are expected to meet the highest standards of personal, ethical and moral conduct possible.

These standards require personal integrity, a commitment to honesty without compromise, as well as truth without equivocation and a willingness to place the good of the community above the good of the self. Obligations once undertaken must be met, commitments kept.

As members of the Carnegie Mellon community, individuals are expected to uphold the standards of the community in addition to holding others accountable for said standards. It is rare that the life of a student in an academic community can be so private that it will not affect the community as a whole or that the above standards do not apply.

The discovery, advancement and communication of knowledge are not possible without a commitment to these standards. Creativity cannot exist without acknowledgment of the creativity of others. New knowledge cannot be developed without credit for prior knowledge. Without the ability to trust that these principles will be observed, an academic community cannot exist.

The commitment of its faculty, staff and students to these standards contributes to the high respect in which the Carnegie Mellon degree is held. Students must not destroy that respect by their failure to meet these standards. Students who cannot meet them should voluntarily withdraw from the university.

The Carnegie Mellon Code can also be found on-line at:
<https://www.cmu.edu/student-affairs/theword/>.

PROVOST'S STATEMENT ON STUDENT WELL BEING

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

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

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

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

CaPS: 412-268-2922

Re:solve Crisis Network: 888-796-8226

If the situation is life threatening, call the police:

On campus: CMU Police: 412-268-2323

Off campus: 911

SUMMARY OF DEPARTMENTAL REQUIREMENTS

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

DEPARTMENTAL PERSONNEL

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

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

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Ashley Ellibe, *Employment Processes Manager*

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

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Departmental Seminar Coordinator, Purchasing Card Verifications

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COLLEGE LEVEL CONTACTS

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SECTION 1. DEGREE ATTAINMENT

COURSES AND GRADES

COURSEWORK

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

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

determined by the GAC and communicated to the student and his/her advisor (if any).

- After the first year, each student's Research Advisor and the Research Advisory Committee may recommend additional courses to enhance the student's expertise in a subdiscipline.

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

DEPARTMENTAL SEMINAR

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

DEPARTMENTAL RESEARCH CLUB

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

In place of a Research Club presentation during their first year, students give brief oral presentations describing each rotation project (scheduled after each rotation). Instruction on how to give an effective rotation talk is provided during orientation

week as well as a workshop before the first rotation talk. Second-year students do not present at Research Club.

DOCTORAL RESEARCH

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

REGISTERING FOR CLASSES

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

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

PASS/FAIL COURSES

According to university policy, a graduate student may elect to take a course pass/fail; the department requires the student to obtain approval from their advisor. Within the registration ADD period during the first two weeks of each semester, the student must fill out the Pass/No Pass Approval Form and receive permission from

either the student's Research Advisor, Chair of the GAC, or the Director of Graduate Operations. Classes taken pass/no pass cannot be used to fulfill graduation requirements. Pass/no pass status is irrevocable.

TRANSFER COURSES

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

PITTSBURGH COUNCIL ON HIGHER EDUCATION (PCHE)

Carnegie Mellon University offers students the opportunity to take courses for credit through a cross-registration program (see Pittsburgh Council on Higher Education (PCHE) and Cross-registration below) and through the receipt of transfer credit from other accredited institutions. The Carnegie Mellon University transcript will include information on such courses 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 grades. 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.)

AUDITING A COURSE

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

ADDING A COURSE

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

DROPPING A COURSE

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

DROP/ADD/WITHDRAW PROCEDURES

Students taking undergraduate and Master's level courses must follow the procedures and deadlines for adding, dropping, or withdrawing from courses as identified on the academic calendar. Information can be found at [Course Adds, Drops & Withdrawals](#).

ACADEMIC INTEGRITY POLICY

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

A review of the University's Academic Disciplinary Actions [procedures](#) is also recommended. These procedures outline the process for investigating, reporting, and adjudicating violations of the University Policy on Academic Integrity. The procedures also outline the appeal process.

GRADES

To remain in good academic standing, students are required to achieve at least a 3.0 QPA (rounded to the nearest tenth) at the end of the first year. First-year students must also successfully complete six courses of which four must be graduate courses from the GAC proposed Core Elective List and up to two of the six can be undergraduate courses. Failure to meet these requirements is grounds for dismissal from the program. Under special circumstances, however, the GAC may determine that a student who has failed to meet any of these requirements of the program will be placed on probation. The GAC will determine the specific requirements for remediation of probation and communicated to the student and his/her advisor (if any). Final course grades will not be altered as a consequence of any remediation that may occur during the probationary period.

UNIVERSITY POLICY ON GRADES

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

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

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

LABORATORY ROTATIONS

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

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

TIMING

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

In 2020–2021:

<i>Rotation</i>	1	2	3
<i>Date</i>	Aug 31 - Nov 13	Nov 16 - Feb 26	Mar 1 - May 1
<i>Length of Rotation</i>	11 weeks	11 weeks	10 weeks
<i>Presentation</i>	Nov 11 & Nov 18	Feb 24 & Mar 3	April 28 & May 5

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

CHOOSING ROTATIONS

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

ORAL PRESENTATIONS

During the week following each rotation, students give brief, 7-minute presentations to the entire department that succinctly summarize their rotation projects. Each presentation includes the background and rationale of the project, the question(s) asked, the method(s) employed, the results and their relevance, and future work. Before their rotation presentations, students will meet with Assistant Department Head for Graduate Affairs who will give a workshop regarding the format and expectations of these talks.

EXPECTATIONS

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

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

THE THESIS PROPOSAL DEFENSE

The Thesis Proposal Defense is intended to evaluate the ability of the students to (1) identify important unanswered questions in various disciplines, (2) formulate scientific hypotheses or develop methods to solve those problems, (3) design and interpret scientific experiments, and (4) write clearly and persuasively.

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

PREPARATION

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

- A top priority for students during the first summer in the lab is to engage in the intensive reading of the relevant literature to sharpen understanding of possible projects and their significance in the field.
- In early fall (by October 1) students meet with their committees to refine plans for the thesis project and to select a defense date. One week in

advance of the pre-proposal committee meeting, each student provides a 1-page summary of the proposed project to the committee members. During the meeting, the student makes a 15-minute presentation of the project, using 3-5 slides for illustration.

TIMING

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

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

FORMAT OF WRITTEN PROPOSAL

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

- *Specific Aims (approximately 1 page)*
State concisely and realistically what your research is intended to accomplish and what hypotheses are to be tested. Write 1-2 general paragraphs introducing the subject and its relevance to biology, and then list three or four specific questions to be addressed. This section is critical because it provides a framework for the reader to appreciate the connections between sections of the proposal.
- *Significance (approximately 4-6 pages)*
Briefly sketch the background to the proposal, critically evaluate existing knowledge and specifically identify the gaps that the project is intended to

fill, i.e., summarize the general knowledge of the field, and identify where your questions fit in. This important section displays your knowledge and understanding of the field and its current shortcomings. What are the major unanswered questions? Which ones can be answered with available tools? For which questions must new methods be developed?

- *Experimental Design and Methods (approximately 8-10 pages)*
Discuss in detail the experimental design and the procedures to be used to accomplish the specific aims of the project. Include potential difficulties and limitations of the proposed procedures, and alternative approaches to achieving the aims.
- *Literature Cited*
References should be cited within the text by first author and year (Smith et al., 1888; Wilson and Jones, 1919) and listed at the end of the proposal in alphabetical order by first author's last name. The page limit does not include references.

GUIDANCE

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

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

THE RESEARCH ADVISORY COMMITTEE (RAC)

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

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

OUTCOMES

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

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

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

THE RESEARCH ADVISOR AND COMMITTEES

SELECTING A RESEARCH ADVISOR

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

Although usually a faculty member with a primary appointment in the Department of Biological Sciences, a Research Advisor may hold a faculty position in another Carnegie Mellon department or, rarely, at another institution, provided they have advising privileges in the Department of Biological Sciences and are associated with a departmentally approved interdisciplinary program such as the CNBC.

CHANGING A RESEARCH ADVISOR

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

THE RESEARCH ADVISORY COMMITTEE

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

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

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

THE THESIS COMMITTEE

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

THE RESEARCH ADVISORY COMMITTEE EVALUATION

TIMING

Students are required to meet at least once a year with their Research Advisory Committee. Students are encouraged to schedule their RAC meetings within a week after their Research Club presentations to facilitate more in-depth discussion of research plans.

WRITTEN REPORT TO THE COMMITTEE

Students are strongly encouraged to complete Parts 1-4 of the RAC Report Form. Students are encouraged to respond in brief, bulleted format, unless otherwise

directed. Students are expected not to spend more than two hours preparing this document, except for the research progress summary (Question 1 of Part 1).

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

DOCUMENTATION

A Research Advisory Committee Evaluation Form should be completed after each RAC meeting and submitted to the Biological Sciences Graduate Programs Office. Completed forms are kept on file.

DOCTORAL DISSERTATION AND GRADUATION PROCEDURES

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

TIMING

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

DISSERTATION

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

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

THE THESIS COMMITTEE

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

PUBLIC PRESENTATION

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

GRADUATION MATERIALS

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

- PDF file of thesis
- one copy of the abstract and title page
- signed Signature Page of Thesis
- Ph.D. examination card: completed at defense by committee
- Dissertation Checklist for Electronic Submission

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

GRADUATE DEGREE TITLE

Your degree title is Doctoral of Philosophy in Biological Sciences.

GRADUATION CEREMONIES

- Three May graduation ceremonies pertain to doctoral students. Because there are no August or December commencement ceremonies, we encourage students to participate in the May events. Students who graduate in December should stay in contact with the Biological Sciences Graduate Programs Office for details.
- The Department of Biological Sciences Diploma Ceremony and Reception are usually held on the Saturday afternoon before the university-wide Sunday Commencement. Students who graduated in December, as well as those receiving their degrees in May, are eligible and strongly encouraged to participate.
- The Doctoral Candidate Hooding Ceremony occurs on the Saturday evening before the university-wide Sunday Commencement. Doctoral students from all disciplines are individually recognized and hooded on stage. ONLY students who have successfully defended their dissertation before the May graduation date are eligible to be hooded. Any request for an exception should be directed to the Associate Dean for Graduate Affairs in the Mellon College of Science.
- The Carnegie Mellon University Commencement Ceremony is held on Sunday. Students who graduated in December, as well as those receiving their degrees in May or August, are eligible to participate.

TERM LIMITS

Students are supported by the department for six years. This period is exclusive of any official leave-of-absence that has been granted. It is assumed that the student, the Research Advisor, the Research Advisory Committee and the Biological Sciences Graduate Programs Office cooperate in a responsible manner to monitor the student's time limit and the progress required to meet the six-year deadline.

PETITION PROCESS

A student who is unable to complete the Ph.D. in Biological Sciences by the deadline may petition the Department Head for a one-semester extension of the

six-year limit. To ensure timely consideration by the Head, petitions should be filed early in the first semester of the sixth year. Additional extensions may be requested on a semester-by-semester basis. Extension beyond the normal term limit of six years is granted only under the most extraordinary circumstances (e.g., student illness, adverse conditions for research, advisor-related difficulties, change in the laboratory and so forth). Also, petitioned extensions cannot exceed the University's state of limitations for doctoral students. Please refer to the Doctoral Student Status Policy.

A petition for an additional semester should include the following:

- an explanation of the factors causing the delay in completion of the degree
- a plan to resolve the factors causing the delay
- an attached letter from the student's Research Advisory Committee detailing the timetable for the next semester and stating that there is a reasonable expectation that the student will complete the work within the next semester

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

ADDITIONAL REQUIREMENTS

TEACHING

Students are required to serve as graders and teaching assistants (TAs) during their tenure in the department. Each student must earn a minimum of 10 points to graduate. A flexible point system, subject to change, enables an equitable distribution of work; typically, points are awarded according to the following scale: 1 point = 4 to 5 hours/week or 60-75 hours/semester.

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

In addition, the Mellon College of Science requires that all TAs complete the online Preventing Workplace Harassment training course which is designed to help TAs understand what constitutes harassment, how to avoid engaging in behavior that could be considered harassing, and what to do if you witness or experience harassment. The online training may be found at <http://www.cmu.edu/hr/learning/eLearning/SHA-training.html>.

ENGLISH LANGUAGE PROFICIENCY

Graduate students are required to have a certain level of fluency in English before they can instruct in Pennsylvania, as required by the English Fluency in Higher Education Act of 1990. Through this Act, all institutions of higher education in the state are required to evaluate and certify the English fluency of all instructional personnel, including teaching assistants and interns. The full university policy can be viewed at (<https://www.cmu.edu/policies/>). All international students whose native language is not English are required by Pennsylvania law to pass an oral International Teaching Assistant test (ITA test) before they can serve as TAs. The Language Support in the Student Academic Success Center administers this test, and the Provost's Office monitors the results. Their website is <https://www.cmu.edu/student-success>.

Upon arriving at Carnegie Mellon, the English proficiency of each international student is assessed, which then recommends courses and tutoring. Only with the approval of the Language Support in the Student Academic Success Center is a student allowed to take the ITA test, which is scored with the following categories: Pass, Restricted I, Restricted II, and Not Ready. Students who serve as teaching assistants (TAs), but do not attend this required work violate the Carnegie Mellon policy.

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

STUDENT ACADEMIC RESPONSIBILITIES

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

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

OTHER STUDENT RESPONSIBILITIES

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

HONORARY SOCIETIES

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

COMMITTEE WORK

To be a good citizen of the department, participation in committees is essential. Students are encouraged to work in one or more of the following committees:

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

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

STATUS

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

First-year students must be registered for at least 48 units during each of the first two semesters to be considered full-time; all other students must be registered for at least 36 units. Any questions about registration should be directed to the Biological Sciences Graduate Programs Office or Enrollment Services (the HUB). Students who need to change their status must speak with their advisor; the Department Head approves all changes.

ABD STATUS

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

STUDY IN ABSENTIA

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

LEAVE OF ABSENCE

Students who must delay their studies for personal, medical or academic reasons may do so with a Leave Of Absence (LOA; leaving the university temporarily with a

commitment to return). Students must contact their Research Advisor and/or the Chair of Graduate Advisory Committee to discuss their plans and complete the appropriate Leave Of Absence form. The reentry back into the program will require approval from the Department Head. Although the student's place in the program is held during the time of leave, there is no financial support. For more information refer to <http://www.cmu.edu/policies/documents/StLeave.html>.

WITHDRAWAL

Students who need to withdraw from the university (leaving the university with no intention of returning) for personal, medical or academic reasons must contact their Research Advisor and/or the Chair of Graduate Advisory Committee to discuss their plans and fill out the appropriate Withdrawal form. For more information refer to <http://www.cmu.edu/policies/documents/StLeave.html>.

If a student is dismissed from a lab, that student may seek another lab with the permission of the Department Head. If the student elects not to do so, or if another lab is not found, then the student is automatically dismissed from the doctoral program. Assistance with transitioning is available; please contact the Chair of Graduate Advisory Committee.

TERMINAL M.S. DEGREE

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

SECTION 2. RESOURCES

ACADEMIC ADVISING

ORIENTATION

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

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

ADVISING FOR COURSEWORK

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

MONITORING PROGRESS

The Research Advisory Committee meets with the student at least once a year, providing guidance and monitoring the student's overall progress. The committee completes a written report (Research Advisory Committee Evaluation Form) after each annual review of the student's work. The student is encouraged to review this written report and discuss any problems with the Research Advisor. The form is to be returned to the Biological Sciences Graduate Programs Office.

Students who have specific concerns about their progress are urged to speak with their Research Advisor and/or members of the Research Advisory Committee.

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

NOTIFICATION OF INADEQUATE PROGRESS TOWARD THE DEGREE

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

STUDENT RIGHTS IN ACADEMIC CONFLICTS

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

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

ETHICS

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

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

In addition, the [University's Academic Disciplinary Actions](#) procedures outlines the process of investigating, reporting, and adjudicating violations of the University Policy on Academic Integrity.

Carnegie Mellon's Office of Research Integrity and Compliance is sponsoring a Responsible Conduct of Research (RCR) Seminar Series to provide participants with an introduction to topics typically included in RCR curriculum.

All students are required to take the Biomedical Responsible Conduct of Research Course provided by the Office of Research Integrity and Compliance.

You may use your Andrew ID to login via SOS at <https://www.citiprogram.org/> Upon completion, the certificate should be submitted to Business Manager for documentation. In many instances, grant funding is contingent upon successful completion of RCR training, and consequences for not complying can be severe.

RESOURCES AND REGULATIONS GOVERNING RESEARCH AT CARNEGIE MELLON

1. Office of Sponsored Programs, <https://www.cmu.edu/osp/>
2. Office of Research Integrity & Compliance <https://www.cmu.edu/research-compliance/index.html>
3. Intellectual Property Policy <https://www.cmu.edu/policies/administrative-and-governance/intellectual-property.html>
4. Policy on Restricted Research <https://www.cmu.edu/policies/research/restricted-research.html>
5. Human Subjects in Research Policy <https://www.cmu.edu/policies/research/human-subjects-in-research.html>

CAREER AND PROFESSIONAL ADVISING

CAREER ADVISING

Students are strongly encouraged to use the myIDP tool available for free at <http://myidp.sciencecareers.org/> to explore and document suitable career pathways in close relationship to their skills and broad interests. Students may also

request informational networking with program alumni or potential employers who have departmental connections, as well as practice interviews before any on-site job interview.

SCIENTIFIC SPEAKING SKILLS

Students receive formal training in scientific speaking twice during their Ph.D. tenure. First, students get a quick primer on presentations before the first rotation talks in the Fall semester of their first year. Second, during the Fall semester of the third year, before the first Research Club research talk, students will enroll in 03-748, three units course on Scientific Speaking and Peer Review. Students are also encouraged to participate in seminars and workshops provided by various resources on campus, such as Public Communication for Researchers (PCR) and the Global Communication Center (GCC).

SCIENTIFIC WRITING SKILLS

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

CAREER AND PROFESSIONAL DEVELOPMENT CENTER (CPDC)

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

TRAINING AND SUPPORT SERVICES

Office of International Education (OIE)

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

Language Support in the Student Academic Success Center

The Language Support in the Student Academic Success Center offers non-native English speakers language support and cross-cultural training and helps TAs develop fluency.

Global Communication Center (GCC)

The Global Communication Center (GCC) provides support for effective communication to native and non-native speakers. Their expertise includes oral, visual, and written communication.

LIBRARIES

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

TEACHING SUPPORT AND OPPORTUNITIES

Students wishing to gain additional teaching experience and support may join the Sciences Teaching Club. Also, they should avail themselves of Carnegie Mellon's Eberly Center for Teaching Excellence which sponsors courses on preparing and presenting course lectures, understanding students, formulating syllabi, writing exams and other topics. The university also sponsors seminars on teaching for TAs and students considering careers in academic settings.

COMPUTING SERVICES

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

If the Help Center cannot resolve a problem remotely, the departmental IT Support Consultant can provide hands-on technical support for computers, printers, and software. To place a service request to the IT Support Consultant, email bio-it-support@andrew.cmu.edu. For emergencies, call the IT Support Consultant directly at 8-1990.

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

ENROLLMENT SERVICES (THE HUB)

The HUB provides a range of enrollment services. The [Academic Calendar](#) provides information on all deadlines including registration dates, class start dates, add/drop deadlines, exam dates and more. Information regarding forms, schedule of classes, online registration, graduation procedures and other issues can be found on the website (www.cmu.edu/hub). Also, they are the only University office that can provide an official letter of enrollment, official transcript, and [enrollment verification](#).

SPECIAL INTEREST GROUPS

Various organizations exist to provide support for groups underrepresented in science. Information about these groups can be obtained from the Office of Graduate Education.

HONORARY SOCIETIES

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

STUDENT ORGANIZATIONS

Students are encouraged to participate in one or both of the following departmental student-driven organizations:

- The Sciences Teaching Club
- Career Development Committee

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

GRADUATE STUDENT LOUNGE (MI 729)

Ph.D. students may use the lounge to spend time between classes, do group projects, or hang out.

COMPLIANCE ISSUES

ENVIRONMENTAL HEALTH AND SAFETY TRAINING

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

SEXUAL HARASSMENT TRAINING

The Mellon College of Science requires that all graduate students receive sexual harassment training. The Director of Graduate Operations will be in contact during your first semester regarding the training. The sexual harassment policy is available at <http://www.cmu.edu/policies>. Students, faculty, and staff can anonymously file a report by calling 877-700-7050 or visiting <http://www.reportit.net/> (username: tartans; password: plaid). All submissions will be reported to appropriate university personnel.

ANIMAL TRAINING

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

IACUC Modules include:

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

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

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

INTELLECTUAL PROPERTY

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

SECTION 3: FINANCIAL SUPPORT AND BENEFITS

RESIDENCY REQUIREMENTS

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

PERIOD OF SUPPORT

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

STIPEND AND TUITION

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

Students also receive complete tuition remission for fall and spring semesters (\$45,000 in 2020-2021). Payment of tuition for any summer classes, including those audited, is the responsibility of the student or the Research Advisor. Tuition information is available at <https://www.cmu.edu/sfs/tuition/graduate/>.

The tax status of stipends, tuition remissions and book and travel allowances is described in the Carnegie Mellon Graduate Student Handbook. Student stipends are taxable by the federal government and may depend on student citizenship or

residence status. Questions concerning tax matters should be directed to the CMUWorks Service Center at cmu-works@andrew.cmu.edu or 412-268-4600.

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

FEES

The department pays the Student Activity Fee (\$201 in 2020-2021), the Transportation Fee (\$244 in 2020-2021), and the Technology Fee (\$440 in 2020-2021). Fee information is available at <https://www.cmu.edu/sfs/tuition/graduate/>.

HEALTH INSURANCE AND SERVICES

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

The University is committed to covering 50% of the individual premium for health insurance coverage for all doctoral students enrolled in CMU's Student Health Insurance Plan (SHIP). It is the responsibility of each student to make arrangements with Student Health Services to either pay for their insurance at the beginning of the semester or elect a payment plan over the course of the academic year. While the 50% individual premium support only applies to doctoral students, their family members can still enroll in the SHIP plan.

Optional dental and vision insurance are also offered, although the university does not provide support for these. Questions about the department's health insurance support can be directed to the Business Manager. More information is available at the Student Health Services website <http://www.cmu.edu/health-services> or by email to shinsure@andrew.cmu.edu.

The Student Health Services Center provides general and some specialized medical care at a discount or free of charge to all full-time Carnegie Mellon students. There are fees for laboratory tests and prescription drugs at the on-site pharmacy.

EMPLOYMENT ELIGIBILITY VERIFICATION

If you are receiving a stipend, you are going to be a TA or you are planning to have a position with CMU then Employment Eligibility Verification is required.

Form I-9 must be completed within 3 business days of beginning work for any type of compensation (stipend or employment). Additional details are highlighted below. To ensure compliance with federal law, Carnegie Mellon University maintains the [Employment Eligibility Verification \(I-9\) Policy \[pdf\]](#) covering the university's I-9 and E-Verify requirements:

Every individual receiving a stipend from CMU or employed by CMU must comply with the I-9 Policy by completing the Form I-9 within three business days following the first day of stipend start date/employment.

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

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

CONSENSUAL INTIMATE RELATIONSHIP POLICY REGARDING UNDERGRADUATE STUDENTS

<https://www.cmu.edu/policies/student-and-student-life/consensual-relationships.html>

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

OUTSIDE EMPLOYMENT

Outside employment or consulting while a graduate student in the Department of Biological Sciences is not permitted.

SUMMER EMPLOYMENT

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

CHANGE IN FINANCIAL SUPPORT

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

OUTSIDE FELLOWSHIPS

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

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

AWARDS

DEPARTMENTAL

Graduate students who show extraordinary dedication to teaching are eligible for the Department of Biological Sciences Annual Graduate Student Teaching Award. Nominations are solicited from instructors in the early spring; criteria for consideration include: 1) preparation and knowledge of material; 2) dedication and responsiveness to students and instructor; 3) initiative; and 4) general work ethic, including attendance in class and office hours. The award is given during The Elizabeth Jones Annual Retreat in the fall.

Graduate students who perform extraordinary service to departmental life are eligible for the Department of Biological Sciences Annual Service Award. Nominations are solicited from the department in early spring, and the award is given during The Elizabeth Jones Annual Retreat in the fall.

The Stupakoff Scientific Achievement Award was named after alumnus Semon Stupakoff (E'20). The fellowship, intended for research enrichment, is awarded to two Biological Sciences Ph.D. students annually. The awardees will be selected based upon their record of research accomplishment and the projected research impact of their use of the award funds.

COLLEGE AND UNIVERSITY

Graduate students are eligible for the Guy C. Berry Research Award, which is awarded to students demonstrating excellence in research with MCS. (www.cmu.edu/mcs/grad)

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

- The Mellon College of Science Hugh D. Young Graduate Student Teaching Award (www.cmu.edu/mcs/grad)
- The Carnegie Mellon Graduate Student Teaching Award (<http://www.cmu.edu/graduate/programs-services/>)

ATTENDING CONFERENCES

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

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

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

The MCS Graduate Student Conference Funding Award is expected to be a source of partial support; applicants are required to seek funds from other sources first. Priority will be given to applicants who have already secured travel funds from sources (i.e. advisor, department, professional societies, conference or workshop travel funds, etc.), and who require supplemental funds. Priority will be given to students who are giving research talks, presenting posters or attending a conference or workshop. A confirmed presentation or poster is not required at the time of application but is required to receive final funding.

UNIVERSITY RESEARCH FUNDING

The Office of the Assistant Vice Provost for Graduate Education administers two types of professional development funding for graduate students university-wide. The GSA Graduate Student Conference funding and the GradUate Small Project Help (GUSH) are supported by the Graduate Student Assembly (GSA) and the Provost's Office.

For more information, please see the University Graduate Education website at <http://www.cmu.edu/graduate/professional-development/index.html>.

ASSISTANCE FOR INDIVIDUALS WITH DISABILITIES

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

The Office of Disability Resources at Carnegie Mellon University has a continued mission to provide physical, digital, and programmatic access to ensure that students with disabilities have equal access to their educational experience. We work to ensure that qualified individuals receive reasonable accommodations as guaranteed by the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. Students who would like to receive accommodations can begin the process through [Disability Resources' secure online portal](#) or email access@andrew.cmu.edu to begin the interactive accommodation process.

Students with physical, sensory, cognitive, or emotional disabilities are encouraged to self-identify with the Office of Disability Resources and request needed accommodations. Any questions about the process can be directed to access@andrew.cmu.edu, or call (412) 268-6121.

SAFEGUARDING EDUCATIONAL EQUITY POLICY AGAINST SEXUAL HARASSMENT AND SEXUAL ASSAULT

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

The University's Sexual Misconduct Policy is available at

[https://www.cmu.edu/policies/administrative-and-governance/sexual-](https://www.cmu.edu/policies/administrative-and-governance/sexual-misconduct/index.html)

[misconduct/index.html](https://www.cmu.edu/policies/administrative-and-governance/sexual-misconduct/index.html). The University's Policy Against Retaliation is available at

<https://www.cmu.edu/policies/administrative-and-governance/whistleblower.html>.

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

- Office of Title IX Initiatives, <https://www.cmu.edu/title-ix/>
412-268-7125, tix@cmu.edu
- University Police, 412-268-2323

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

STUDENT MATERNITY ACCOMMODATION PROTOCOL

Students whose anticipated delivery date is during the semester may consider taking time away from their coursework and/or research responsibilities. All female students who give birth to a child while engaged in coursework or research are eligible to take either a short-term absence or formal leave of absence. Students in coursework should consider either working with their course instructor to receive incomplete grades or elect to drop to part-time status or to take a semester leave of absence. Students engaged in research must work with their faculty to develop plans for the research for the time they are away.

Students are encouraged to consult with relevant university faculty and staff as soon as possible as they begin making plans regarding time away. Students must contact the Office of the Dean of Student Affairs to register for Maternity Accommodations. Students will complete an information form and meet with a member of the Dean's Office staff to determine resources and procedures appropriate for the individual student. Planning for the student's discussion with her academic contact(s) (advisor, associate dean, etc.) will be reviewed during this meeting. Doctoral students who receive an academic stipend funded by Carnegie Mellon are eligible to continue to receive stipend funding for up to six (6) weeks during a Short-Term Maternity Accommodation or a Formal Leave of Absences. Continued academic stipend funding may be extended by two (2) weeks, for a total of eight (8), if an absence longer than six weeks is medically necessary. To receive this support students must be registered with the Office of the Dean of Student Affairs for a Maternity Accommodation. To review the Student Maternity Accommodation Protocol in its entirety go to www.cmu.edu/graduate/programs-services/maternity-accommodation-protocol.html.

CHANGE OF ADDRESS

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

VACATIONS AND TIME OFF

Ph.D. students in the department are expected to continue with their research during academic breaks (including summer months) except for official university holidays. Paid time off for personal business or vacations generally is not included as part of a graduate's financial support. A supported graduate student who wants to take a short break must get approval for that break from their advisor and, if required by the terms of the student's support package, must make up the work. First-year students constitute a special case and must wait until they are assigned to a laboratory permanently (in May of their first year) to plan a vacation. Supported graduate students wishing to take longer periods of personal time off must do so without financial support. The advisor notifies the department's Business Office of any such arrangements so that an appropriate adjustment in the student's support can be processed.

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

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

UNIVERSITY FINANCIAL AID

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

EMERGENCY LOANS

All students regardless of their program are eligible for the Emergency Student Loan, which is an interest-free and emergency base loan repayable within 30 days. It is available through the Office of the Dean of Student Affairs; students may apply for the loan by stopping in the Student Affairs Office or by calling 412-268-2075 for an appointment.

First-semester graduate students who receive a stipend are eligible for the Graduate Student Transition Loan. The loan is available to assist with transition costs and may not exceed 75% of the student's monthly gross stipend (exclusive of tuition). The loan must be requested before September 15 of the academic year, and it will be repaid through payroll deductions in September, October, November, and December. Students may apply for the loan by stopping at the HUB or by calling 412-268-8268 for an appointment.

HOUSING

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

FACILITIES AND EQUIPMENT

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

PHONE USE

Phone use in the department is restricted to business calls only. Occasional local personal calls are permitted, but personal long-distance and international calls are strictly prohibited.

ACCESS TO MELLON INSTITUTE

The Mellon Institute access is granted through CMU IDs. Access must be approved by the Business Office. Mellon Institute Request forms are available in the Business Office.

KEY DISTRIBUTION

Keys must be requested in writing with authorization from the PI. The Request for Key form may be found in the Business Office.

Last updated: *August 6, 2020 – Biological Sciences*

APPENDIX A Appendix A

2020-2021

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

Key Offices for Graduate Student Support

Graduate Education Office

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

The Graduate Education Office provides central support for all Master's and Doctoral students with a focus on their academic experience at Carnegie Mellon. The Graduate Education Office serves as a hub for connecting graduate students to relevant campus experts and resources to support their academic success, understanding of university level policies and practices and to assist them in advancing their personal and professional development.

Examples of resources offered through the Graduate Education Office include- but are not limited to:

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

The Graduate Education Office also works with the colleges and departments by informing and assisting in developing policy and procedures relevant to graduate students and working with departments on issues related to graduate students. Additionally, we partner with many other offices and organizations, such as the Graduate Student Assembly, to support the holistic graduate student educational experience.

Office of the Dean of Students

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

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

Graduate students will find the enrollment information for [Domestic Partner Registration and Maternity Accommodations](#) in the Office of the Dean of Students or on their [website](#). This Office also manages the [Emergency Student Loan \(ESLs\)](#) process. Emergency Student Loans are made available through generous gifts of alumni and friends of the university. The Emergency Student Loan is an interest-free, emergency-based loan repayable to the university within 30 days. Loans are available to enrolled students for academic supplies, medication, food or other expenses not able to be met due to unforeseeable circumstances.

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

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

1. [Athletics, Physical Education and Recreation](#)
2. [Career and Professional Development Center \(CPDC\)](#)
3. [Center for Student Diversity and Inclusion](#)
4. [Cohon University Center](#)
5. [Counseling & Psychological Services \(CaPS\)](#)
6. [Dining Services](#)
7. [Office of Community Standards and Integrity \(OCSI\)](#)
8. [Office of Student Leadership, Involvement, and Civic Engagement \(SLICE\)](#)
9. [University Health Services \(UHS\)](#)
10. [Wellness Initiatives](#)

Center for Student Diversity & Inclusion

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

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

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

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

Assistance for Individuals with Disabilities

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

The Office of Disability Resources at Carnegie Mellon University has a continued mission to provide physical, digital, and programmatic access to ensure that students with disabilities have equal access to their educational experience. We work to ensure that qualified individuals receive reasonable accommodations as guaranteed by the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. Students who would like to receive accommodations can begin the process through [Disability Resources' secure online portal](#) or email access@andrew.cmu.edu to begin the interactive accommodation process.

Students with physical, sensory, cognitive, or emotional disabilities are encouraged to self-identify with the Office of Disability Resources and request needed accommodations. Any questions about the process can be directed to access@andrew.cmu.edu, or call (412) 268-6121.

Eberly Center for Teaching Excellence & Educational Innovation

www.cmu.edu/teaching

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

Graduate Student Assembly

www.cmu.edu/stugov/gsa/index.html

The Graduate Student Assembly (GSA) is the branch of Carnegie Mellon Student Government that represents, and advocates for the diverse interests of all graduate students at CMU. GSA is composed of representatives from the different graduate programs and departments who want to improve the graduate student experience at the different levels of the university. GSA is funded by the Student Activities Fee from all graduate students. GSA passes legislation, allocates student activities funding, advocates for legislative action locally and in Washington D.C. on behalf of graduate student issues and needs, and otherwise acts on behalf of all graduate student interests. Our recent accomplishments are a testament to GSA making a difference, and steps to implementing the vision laid out by the strategic plan. <https://www.cmu.edu/stugov/gsa/About-the-GSA/Strategic-Plan.html>. GSA offers an expanding suite of social programming on and off-campus to bring graduate students from different departments together and build a sense of community. GSA is the host of the Graduate Student Lounge on the 3rd floor of the Cohon University Center- a great place to study or meet up with friends. GSA also maintains a website of graduate student resources on and off-campus. Through GSA's continued funding for professional development and research conferences, the GSA/Provost Conference Funding Program and GSA/Provost GuSH Research Grants are able to run, as managed by the Graduate Education Office. As we move forward, GSA will continue to rely on your feedback to improve the graduate student experience at CMU. Feel free to contact us at gsa@cmu.edu to get

involved, stop by our office in the Cohon University Center Room 304 or become a representative for your department.

Office of International Education (OIE)

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

Carnegie Mellon hosts international graduate and undergraduate students who come from more than 90 countries. The Office of International Education (OIE) is the liaison to the University for all non-immigrant students and scholars, as well the repository for study abroad opportunities and advisement. OIE provides many services including: advising on personal, immigration, study abroad, academic, and social and acculturation issues; presenting programs of interest such as international career workshops, tax workshops, and cross-cultural and immigration workshops; international education and statistics on international students in the United States; posting pertinent information to students through email and the OIE website, and conducting orientation and pre-departure programs.

Veterans and Military Community

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

Military veterans are a vital part of the Carnegie Mellon University community. Graduate students can find information on applying for veteran education benefits, campus services, veteran's groups at CMU, and non-educational resources through the Veterans and Military Community website. There are also links and connections to veteran resource in the Pittsburgh community. The ROTC and Veteran Affairs Coordinator can be reached at uro-vaedbenefits@andrew.cmu.edu or 412-268-8747.

Carnegie Mellon Ethics Hotline

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

The health, safety and well-being of the university community are top priorities at Carnegie Mellon University. CMU provides a hotline that all members of the university community should use to confidentially report suspected unethical activity relating to areas below:

- Academic and Student Life
- Bias Reporting
- Environmental Health and Safety
- Financial Matters
- High-Risk Incident

- Human Resource Related
- Information Systems
- Research
- Threat of Business Interruption
- Threat of Violence or Physical Harm
- Title IX

Students, faculty and staff can anonymously file a report by calling 877-700-7050 or visiting www.reportit.net (user name: tartans; password: plaid). All submissions are reported to appropriate university personnel. ***The hotline is NOT an emergency service. For emergencies, call University Police at 412-268-2323.***

Policy Against Retaliation

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

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

Key Offices for Academic & Research Support

Computing and Information Resources

www.cmu.edu/computing

Computing Services maintains and supports computing resources for the campus community, including the campus wired and wireless networks, printing, computer labs, file storage, email and software catalog. As members of this community, we are all responsible for the security of these shared resources. Be sure to review the Safe Computing (<https://www.cmu.edu/computing/safe/>) section and the University Computing Policy (<https://www.cmu.edu/policies/information-technology/computing.html>)

Visit the Computing Services website (<https://www.cmu.edu/computing/>) to learn

more. For assistance the Computing Services Help Center is available at 412-268-4357 (HELP) or it-help@cmu.edu.

Student Academic Success Center

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

Student Academic Support Programs

Tartan Scholars

The Tartan Scholars program was created to provide support for limited resourced students through an intentional first year undergraduate experience with the goals of enhancing the cohort's skill and community building through a lens of self-authorship, growth mindset, and a sense of belonging. As part of the Student Academic Success Center, Tartan Scholars are invited to join the University and participate in summer initiatives and pre-orientation activities prior to their first year at the University.

There are opportunities for graduate students to serve as accountability, learning, or development partners, workshop facilitators, and presenters. Contact Diane Hightower at ddhight@andrew.cmu.edu for more details.

Learning Support

Supplemental Instruction: Supplemental Instruction (SI) is an academic support model that utilizes peer-assisted study sessions. The SI program provides regularly scheduled review sessions on course materials outside the classroom. SI is a non-remedial approach to learning as the program targets high-risk courses and is available in select courses based on data related to past student performance and feasibility.

Peer Tutoring: Weekly Tutoring Appointments are offered in a one-on-one and small group format to students from any discipline who need assistance with a course that may not be supported by our other services. Weekly appointments give students the opportunity to interact regularly with the same tutor to facilitate deeper understanding of concepts. Students can register online through the Student Academic Success website.

Academic Coaching: Academic Coaching provides holistic one-on-one peer support and group workshops to help students find and implement their conditions for success. We assist students in improving time management, productive habits, organization, stress management, and study skills. Students will request support

through the Academic Success Center website and attend in-person meetings or meet using video and audio conferencing technology to provide all students with support.

“Just in Time” Workshops: The Student Academic Success team is available to partner with instructors and departments to identify skills or concepts that would benefit from supplemental offerings (workshops, boot camps) to support students’ academic success and learning. We are eager to help convene and coordinate outside of the classroom skill-building opportunities that can be open to any student interested in building skill or reinforcing course concept mastery.

Study Partners: Support for students to create and benefit from their own study groups: The Student Academic Success team assists students in forming and benefiting from peer study groups, whereby all students can reap the benefits of peer-to-peer learning, student agency, and collaboration skill development. Staff from the Student Academic Success Center will be made available to instructors and students to assist with the formation of peer-led study groups. This level of support is open to any course where the instructor requests or agrees such support is appropriate and students are interested in both leading and participating.

Language and Cross-cultural Support

More than 60% of graduate students at Carnegie Mellon are international students, and others are nonnative speakers of English who have attended high school or undergraduate programs in the US. Many of these students want to hone their language and cross-cultural skills for academic and professional success. Students can choose from sessions on

- how to give a strong presentation,
- writing academic emails,
- expectations and strategies for clear academic writing,
- how to talk about yourself as a professional in the U.S.,
- developing clearer pronunciation,
- using accurate grammar,
- building fluency, and more.

Students can make an appointment with a Language Development Specialist to get individualized coaching on language or cross-cultural issues.

The Student Academic Success Center is also charged with certifying the language

of International Teaching Assistants (ITAs), ensuring that nonnative English speakers have the language proficiency needed to succeed as teaching assistants in the Carnegie Mellon classroom. Students preparing to do an ITA Certification should plan to take classes offered by the language support team at the SASC from the beginning of their first semester. Start by contacting the language support team at the SASC website or attend a Language Support Orientation at the SASC or in your department.

University Libraries

www.library.cmu.edu

The University Libraries offers a wide range of information resources and services supporting graduate students in course-work, research, teaching, and publishing. The library licenses and purchases books, journals, media and other needed materials in various formats. Library liaisons, consultants and information specialists provide in-depth and professional assistance and advice in all-things information - including locating and obtaining specific resources, providing specialized research support, advanced training in the use and management of data. Sign up for workshops and hands-on topic-specific sessions such as data visualization with Tableau, cleaning data with OpenRefine, and getting started with Zotero. Weekly drop-in hours for Digital Humanities and for Research Data Research Management are scheduled during the academic year. Start at the library home page to find the books, journals and databases you need; to identify and reach out to the library liaison in your field; to sign up for scheduled workshops; and to connect with consultants in scholarly publishing, research data management, and digital humanities.

Research at CMU

www.cmu.edu/research/index.shtml

The primary purpose of research at the university is the advancement of knowledge in all fields in which the university is active. Research is regarded as one of the university's major contributions to society and as an essential element in education, particularly at the graduate level and in faculty development. Research activities are governed by several university policies. Guidance and more general information is found by visiting the Research at Carnegie Mellon website.

Office of Research Integrity & Compliance

www.cmu.edu/research-compliance/index.html

The Office of Research Integrity & Compliance (ORIC) is designed to support research at Carnegie Mellon University. The staff work with researchers to ensure

research is conducted with integrity and in accordance with federal and Pennsylvania regulation. ORIC assists researchers with human subject research, conflicts of interest, responsible conduct of research, export controls, and institutional animal care & use. ORIC also provides consultation, advice, and review of allegations of research misconduct.

Key Offices for Health, Wellness & Safety

Counseling & Psychological Services

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

Counseling & Psychological Services (CaPS) affords the opportunity for students to talk privately about academic and personal concerns in a safe, confidential setting. An initial consultation at CaPS can help clarify the nature of the concern, provide immediate support, and explore further options if needed. These may include a referral for counseling within CaPS, to another resource at Carnegie Mellon, or to another resource within the larger Pittsburgh community. CaPS also provides workshops and group sessions on mental health related topics specifically for graduate students on campus. CaPS services are provided at no cost. Appointments can be made in person, or by telephone at 412-268-2922.

Health Services

www.cmu.edu/HealthServices/

University Health Services (UHS) is staffed by physicians, advanced practice clinicians and registered nurses who provide general medical care, allergy injections, first aid, gynecological care and contraception as well as on-site pharmaceuticals. The CMU Student Insurance Plan covers most visit fees to see the physicians and advanced practice clinicians & nurse visits. Fees for prescription medications, laboratory tests, diagnostic procedures and referral to the emergency room or specialists are the student's responsibility and students should review the UHS website and their insurance plan for detailed information about the university health insurance requirement and fees.

UHS also has a registered dietician and health promotion specialists on staff to assist students in addressing nutrition, drug and alcohol and other healthy lifestyle issues. In addition to providing direct health care, UHS administers the Student Health Insurance Program. The Student Health Insurance plan offers a high level of coverage in a wide network of health care providers and hospitals. Appointments can be made by visiting UHS's website, walk-in, or by telephone,

412-268-2157.

Campus Wellness

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

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

Religious and Spiritual Life Initiatives (RSLI)

www.cmu.edu/student-affairs/spirituality

Carnegie Mellon is committed to the holistic growth of our students, including creating opportunities for spiritual and religious practice and exploration. We have relationships with local houses of worship from various traditions and many of these groups are members of CMU's Council of Religious Advisors. We also offer programs and initiatives that cross traditional religious boundaries in order to increase knowledge of and appreciation for the full diversity of the worldview traditions. Our RSLI staff are here to support students across the spectrum of religious and spiritual practice and would be more than happy to help you make a connection into a community of faith during your time at CMU.

University Police

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

412-268-2323 (emergency only), 412-268-6232 (non-emergency)

The University Police Department is located at 300 South Craig Street (entrance is on Filmore Street). The department's services include police patrols and call response, criminal investigations, fixed officer and foot officer patrols, event security, and crime prevention and education programming as well as bicycle and laptop registration. Visit the department's website for additional information about the staff, emergency phone locations, crime prevention, lost and found, finger print services, and annual statistic reports.

Carnegie Mellon University publishes an annual campus security and fire safety report describing the university's security, alcohol and drug, sexual assault, and fire

safety policies and containing statistics about the number and type of crimes committed on the campus and the number and cause of fires in campus residence facilities during the preceding three years. Graduate students can obtain a copy by contacting the University Police Department at 412-268-6232. The annual security and fire safety report is also available online at <https://www.cmu.edu/police/annualreports/>.

Shuttle and Escort Services

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

The WORD

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

The WORD is Carnegie Mellon University's student on-line handbook and is considered a supplement to the department (and sometimes college) handbook. The WORD contains campus resources and opportunities, academic policy information and resources, community standards information and resources. It is designed to provide all students with the tools, guidance, and insights to help you achieve your full potential as a member of the Carnegie Mellon community.

Information about the following is included in The WORD (not an exhaustive list) and graduate students are encouraged to bookmark this site and refer to it often. University policies can also be found in full text at: <http://www.cmu.edu/policies/>.