GRADUATE STUDENT HANDBOOK
2019-2020

HTTP://WWW.BME.CMU.EDU
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INTRODUCTION
Welcome to Biomedical Engineering Department!

We thank you for choosing the Biomedical Engineering Department at Carnegie Mellon University and hope your time here will be successful, productive and enjoyable.

While this Handbook (and the College of Engineering Graduate Student Handbook) is specific to your academic experience in the Biomedical Engineering department, there are several other resources and offices graduate students are encouraged to consult during their tenure at Carnegie Mellon University. Information about The Word (the student handbook), the Office of the Assistant Vice Provost for Graduate Education, the Office of the Dean of Student Affairs and others are included in this handbook.

This handbook describes the Department policies that govern the M.S. and Ph.D. programs in the Biomedical Engineering Department. It is not an exhaustive list of all applicable policies. College of Engineering (CIT) and University policies supersede Department policies. The handbook provides links, where appropriate, to relevant College or University policies, including The Word. Information from the Office of the Assistant Vice Provost for Graduate Education, the Office of the Dean of Student Affairs, and others are included in the Handbook. Students should consult these external resources to familiarize themselves with all policies that apply to Carnegie Mellon University M.S. and Ph.D. students.

Students may contact one of the department administrators (see personnel below) to request this handbook in a different format to address accessibility needs.

OUR CORE VALUES
- We emphasize integrity in the execution of all aspects of our missions.
- We conduct our business through mutual respect and collaboration.
- We value the participation of the broad community in our development.

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:
- Academic Integrity Website: https://www.cmu.edu/policies/student-and-student-life/academic-integrity.html
- University Policies Website: www.cmu.edu/policies/
- Graduate Education Website: http://www.cmu.edu/graduate/policies/index.html

Please see Appendix A for additional information about The Word and University resources.
Carnegie Mellon University Statement of Assurance

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

Inquiries concerning the application of and compliance with this statement should be directed to the vice president for campus affairs, Carnegie Mellon University, 5000 Forbes Avenue, Pittsburgh, PA 15213, telephone 412-268-2056.


The Statement of Assurance can also be found on-line at: https://www.cmu.edu/policies/administrative-and-governance/statement-of-assurance.html.

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/.

Department Contacts

<table>
<thead>
<tr>
<th>Department Head</th>
<th>Bin He</th>
<th>x8-9857</th>
<th>Overall planning, department coordination, problem solving</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Head for Undergraduate Education</td>
<td>Conrad Zapanta</td>
<td>x8-9061</td>
<td>Coordination of undergraduate curriculum, undergraduate student advising, class scheduling</td>
</tr>
<tr>
<td>Associate Head for Graduate Education</td>
<td>Keith Cook</td>
<td>x8-2130</td>
<td>Coordination of graduate program, graduate student advising</td>
</tr>
</tbody>
</table>
## GAC Chair

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Manager</td>
<td>Keri Baker</td>
<td>x8-6668</td>
<td>Administrative supervision, human resources, and financial reporting</td>
</tr>
<tr>
<td>Manager of Graduate Programs</td>
<td>Maryia Rakach</td>
<td>x8-4707</td>
<td>Graduate admissions, record management, registration, advising, and general assistance</td>
</tr>
<tr>
<td>Executive Assistant to the Department Head</td>
<td>Karina Shevchenko</td>
<td>x8-6222</td>
<td>BME website management and communications; faculty recruitment &amp; promotion coordination; special projects</td>
</tr>
<tr>
<td>Administrative Coordinator</td>
<td>Ewelina Jean</td>
<td>x8-1728</td>
<td>Seminar series coordination; answering main BME phone line and directing the calls; conference room scheduling; keys management</td>
</tr>
<tr>
<td>Associate Business Manager</td>
<td>Vanessa Calvin</td>
<td>x8-2580</td>
<td>Foreign scholar visa coordination; graduate student funding</td>
</tr>
<tr>
<td>Undergraduate Program and Alumni Relations Coordinator</td>
<td>Kristin Kropf</td>
<td>x8-3955</td>
<td>Alumni Relations, conference room scheduling</td>
</tr>
<tr>
<td>Buyer</td>
<td>Michael Scampone</td>
<td>X8-8623</td>
<td>Purchase orders; expense reports; P-Card reconciliations</td>
</tr>
<tr>
<td>Financial Coordinator</td>
<td>Bryce Aaronson</td>
<td>X8-1265</td>
<td>Purchase orders; expense reports; P-Card reconciliations; grants reporting</td>
</tr>
<tr>
<td>Collaborative Laboratory Manager</td>
<td>Misti West</td>
<td>X8-7169</td>
<td>Laboratory and equipment maintenance; technical and safety training; supply stock management</td>
</tr>
<tr>
<td>GBMES</td>
<td>Erica Comber</td>
<td></td>
<td>Graduate student life and peer support</td>
</tr>
</tbody>
</table>

## University Contacts

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interim Dean of the College of Engineering</td>
<td>Jonathan Cagan</td>
<td>x8-5090</td>
<td>Strategy, planning in College of Engineering</td>
</tr>
<tr>
<td>Interim Associate Dean for Graduate and Faculty Affairs</td>
<td>Shelley Anna</td>
<td>x8-2478</td>
<td>Graduate and Faculty Affairs</td>
</tr>
<tr>
<td>Assistant Vice Provost for Graduate Education</td>
<td>Suzie Laurich-McIntyre</td>
<td>x8-7970</td>
<td>Central support for graduate students in a number of roles. These include being an ombudsperson and resource person for</td>
</tr>
</tbody>
</table>
graduate students as an informal advisor; resolving formal and informal graduate student appeals; informing and assisting in forming policy and procedures relevant to graduate students; and working with departments on issues related to graduate students and implementation of programs in support of graduate student development.

**Counseling & Psychological Services**

x8-2922 Counseling of personal or academic concerns in a safe, confidential setting, including but not limited to: problems with family, friends, or school, concerns about the future, feelings of stress, low self-esteem, anxiety, depression, or loneliness.

**Division of Student Affairs**

Gina Casalegno

x8-2142 Initiatives related to academic integrity, multicultural programming, and graduate student support.

**The HUB**

x8-8186 Fee and tuition payment, ID cards, financial aid, transcripts and verifications, graduation and diplomas

**ABBREVIATIONS AND DEFINITIONS**

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<th>Abbreviation</th>
<th>Definition</th>
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<tr>
<td>BME</td>
<td>Biomedical Engineering</td>
</tr>
<tr>
<td>CIT</td>
<td>College of Engineering – Formerly Carnegie Institute of Technology</td>
</tr>
<tr>
<td>CMU</td>
<td>Carnegie Mellon University</td>
</tr>
<tr>
<td>GAC</td>
<td>Graduate Affairs Committee</td>
</tr>
<tr>
<td>GBMES</td>
<td>The Graduate Biomedical Engineering Society</td>
</tr>
<tr>
<td>ICC</td>
<td>International Communication Center</td>
</tr>
<tr>
<td>MCS</td>
<td>Mellon College of Science</td>
</tr>
<tr>
<td>OIE</td>
<td>Office of International Education</td>
</tr>
<tr>
<td>PTC</td>
<td>Off-Campus Site at Pittsburgh Technology Center (until early 2016)</td>
</tr>
<tr>
<td>SCS</td>
<td>School of Computer Science</td>
</tr>
<tr>
<td>Semester</td>
<td>Fall, Spring, Summer</td>
</tr>
<tr>
<td>TA</td>
<td>Teaching Assistant</td>
</tr>
<tr>
<td>The HUB</td>
<td>Office for managing financial aid, payment, registration, and academic records</td>
</tr>
</tbody>
</table>
USEFUL LINKS

BME

BME Main Portal  http://www.bme.cmu.edu
Graduate Student Portal  https://www.cmu.edu/bme/Intranet
Graduate Program Application  https://engineering.cmu.edu/education/graduate-programs/apply.html

College of Engineering

Graduate Student Resources  https://engineering.cmu.edu/education/academic-policies/graduate-policies/index.html
Graduate Student Policies  https://engineering.cmu.edu/education/academic-policies/graduate-policies/degrees.html
Ph.D. Student Policies  https://engineering.cmu.edu/education/academic-policies/graduate-policies/phd-qualifications.html
Transfer Credit Request Form  https://engineering.cmu.edu/_files/documents/graduate-students/grad_transfer_credit_request.pdf

Carnegie Mellon University

Academic Calendar  http://www.cmu.edu/hub/calendar.html
Academic Integrity Policy  http://www.cmu.edu/academic-integrity/
Campus Map  http://www.cmu.edu/about/visit/campus-map.shtml
Campus Services  http://www.cmu.edu/faculty-staff/campus-services.shtml
Career & Professional Development Center  http://www.cmu.edu/career/index.html
Computer Store  http://bookstore.web.cmu.edu/computerstore x8-2636
Environmental Health & Safety  http://www.cmu.edu/ehs
Health Insurance Policy  http://www.cmu.edu/health-services/student-insurance/index.html
ITA Test  http://www.cmu.edu/icc/testing/ITA/
Main Portal  http://www.cmu.edu
Research Ethics & Responsible Conduct of Research  http://www.cmu.edu/research-compliance/responsible-conduct/training.html
Schedule of Classes  https://enr-apps.as.cmu.edu/open/SOC/SOCServlet
<table>
<thead>
<tr>
<th>Service</th>
<th>URL</th>
<th>Contact Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shuttle &amp; Escort Services</td>
<td><a href="https://www.cmu.edu/police/Shuttle%20and%20Escort">https://www.cmu.edu/police/Shuttle%20and%20Escort</a></td>
<td>x8-6232</td>
</tr>
<tr>
<td>Student Information Online (SIO)</td>
<td><a href="https://www.cmu.edu/hub/sio/about.html">https://www.cmu.edu/hub/sio/about.html</a></td>
<td></td>
</tr>
<tr>
<td>University Police</td>
<td><a href="http://www.cmu.edu/police">http://www.cmu.edu/police</a></td>
<td>x8-2323</td>
</tr>
<tr>
<td>University policies</td>
<td><a href="http://www.cmu.edu/policies">http://www.cmu.edu/policies</a></td>
<td></td>
</tr>
</tbody>
</table>
1. ACADEMIC POLICIES

The Department of Biomedical Engineering (BME) offers the following graduate degrees: Doctor of Philosophy (Ph.D.), joint M.D./Ph.D. with the University of Pittsburgh School of Medicine, Research-Option Master of Science (M.S.), Practicum-Option M.S., a dual M.S. degree in BME and Engineering & Technology Innovation Management (BME/E&TIM), and a dual M.S. degree in BME and Technology Ventures (BME/TV), MS Program in BME and Integrated Study in Computer Science.

Ph.D. students, under the guidance of their academic advisor, are expected to make original scholarly contributions in their area of research and demonstrate the ability to perform at the highest scholarly level by international standards. Examples include having one or more articles past the acceptance stage of publication in a peer-reviewed journal and one or more presentations at a conference by the time of their dissertation defense.

Research-Option M.S. students are expected to demonstrate a strong potential for original research, by submitting a substantial final research report.

Practicum-Option and dual BME/ETIM, BME/TV, MS Program in BME and Integrated Study in Computer Science M.S. students build up the depth and breadth of their knowledge in biomedical engineering through coursework at the graduate level and problem-solving.

The BME Department occasionally changes its program requirements in order to meet the evolving needs of the field. The Department applies a “grandfather” policy for each change, where students may complete their respective programs under the requirements in effect either at the time of their matriculation or at the time of their graduation. This policy does not apply to rule changes at the College or University level.

1.1. REGISTRATION

Students must register for at least 36 units per semester (Spring and Fall) in order to qualify as full-time, but no more than 60 units including research per semester.

Ph.D. students receiving full financial support administered through the BME Department must register for a minimum of 48 combined course and research units each semester.

International students who need to maintain legal visa status must register for a full-time 36-unit or more course load, unless otherwise arranged by the Office of International Education (OIE).

Students interested in auditing a course must fill out a form and register for the posted number of units for no grade or academic credit. Course audits require the approval of the course instructor while approval from advisor may also be necessary. Part-time students are responsible for the additional tuition incurred for auditing.

Academic Calendar

The Academic Calendar can be found at https://www.cmu.edu/hub/calendar/index.html and provides information on all deadlines including registration dates, class start dates, add/drop deadlines, exam dates and more.

1.1.1. LEAVE OF ABSENCE AND WITHDRAWAL

Under extenuating circumstances (financial, academic, or personal), students may need to interrupt their studies. If so, students have two options: a leave of absence (a temporary departure from the university with the intention of returning)
or a withdrawal (leaving the university with no intention of returning). The student must first consult the University Leave of Absence and Withdrawal policy and understand the procedures as posted on the HUB website.

Notifying the instructor or no longer attending class does not make the leave official. When considering a leave of absence or withdrawal, students should contact the Graduate Program Administrator and their Academic Advisor to discuss arrangements, alternatives, and conditions that may be necessary for a smooth return to their studies at CMU. Nonresident alien students must consult the Office of International Education regarding visa implications prior to taking a leave. The university reserves the right to withdraw a degree even though it has been granted should there be discovery that the work upon which it was based or the academic records in support of it had been falsified. In such a case, the degree will be withdrawn promptly upon discovery of the falsification. The complete reference to this university policy is available at: https://www.cmu.edu/policies/student-and-student-life/withdrawal-of-a-degree.html.

1.1.2. STATUTE OF LIMITATIONS

Candidacy for the Ph.D. degree occurs after successful completion of the Ph.D. Qualifying Examination and remains in effect for a period of six calendar years. This time period includes any in absentia registration for those students who have completed all degree requirements other than formal submission of the thesis and who have left the Carnegie Mellon campus. If, at the end of this six-year period, the student fails to complete the requirements for the degree, he/she must reapply for admission to the Ph.D. program and will be judged competitively against other students applying during the same cycle. Petitions for extension of the six-year limit may be made to the College of Engineering under extenuating circumstances; such as a forced change of advisor, military service, or prolonged illness. Any petition for extension must be made and approved during the last academic semester prior to the end of the six-year statute of limitations, and will only be granted for one calendar year at a time. The full policy can be found at the College of Engineering Ph.D. Policy Site. A separate, stricter Statute of Limitations governs BME administered financial support (Section 3.1.2). In addition, the University stipulates that Ph.D. students must complete all the requirements no later than ten years from their original matriculation date in the Doctoral program.

The six-year time limit will continue to pertain to students registering in absentia. It is anticipated that the total in absentia period will not exceed one calendar year. Refer to the CIT Graduate Policy website for the policies regarding "all but dissertation (ABD)" and "in absentia" status.

M.S. students must complete all the requirements, as outlined in the College of Engineering Policy on Statute of Limitations for Masters Degree Studies policy, no later than six years from their original matriculation date in the Master’s program. Once this time-to-degree limit has lapsed, the student will need to reapply and gain acceptance to the program to resume work towards their M.S. degree. Under extraordinary circumstances, such as leave of absence, military or public service, family or parental leave, or temporary disability, the College of Engineering may extend the statute of limitations for a period commensurate with the duration of interruption. This extension requires a written petition and approval from the Department Head of BME, and approval from the Dean (or designate) of the College of Engineering.

1.1.3. ABD (ALL BUT DISSERTATION IN RESIDENCE, FOR PH.D. STUDENTS ONLY)

ABD (All But Dissertation) status applies to Ph.D. students who have completed all formal degree requirements (Section 2.1) except for the completion and approval of the Ph.D. Dissertation. An ABD student maintains student status and privileges, and is expected to remain actively engaged with the University. The ABD policy is governed by the College of Engineering and the University.

To enter the ABD status, the student must complete an All But Dissertation form typically upon passing the Ph.D. Proposal Examination.
In most cases, ABD students work full-time on their research, and the ABD status affects neither the tuition nor the access to university resources including computing services. Students must continue to register for 42-990, Ph.D. Thesis Research each semester, including the semester of graduation, and will continue to be assessed at the full-time tuition rate. Under exceptional circumstances and through formal petition to the College of Engineering, the tuition for a full-time ABD student may be reduced to that corresponding to 5 units per semester provided that:

1. The student has demonstrated financial hardship, e.g. after expiration of the Statute of Limitations for Financial Support (Section 3.1.2).
2. The student does not receive any financial support (such as tuition, stipend, fees or health insurance) tied to activities that are integral to his/her doctoral program that is paid by or administered by the University. In addition, the student cannot receive financial compensation from the University such as research assistantship or paid teaching assistantship, except for hourly wages.
3. The student has accumulated at least three years of full-time student status.
4. The student is in good standing and is making progress towards the Ph.D. degree.
5. The student has no more than two semesters of required work; ABD with full-time status and 5 units of tuition will not be allowed for more than two semesters, where summer is considered a semester.

Full-time Ph.D. candidates on ABD status may pay no tuition for the final semester if all the graduation requirements are completed by the end of the first full month of the semester (see Section 2.5.6). However, there is no waiver of campus fees. See the College of Engineering ABD Policy for additional tuition adjustment information.

1.1.4. ABS (ALL BUT DISSERTATION IN ABSENTIA, FOR PH.D. STUDENTS ONLY)

ABS status applies to a Ph.D. student who has left CMU with the intent of completing his/her Ph.D. Dissertation but is not actively engaged with the University and does not require CMU resources as outlined below. A student may request to be in ABS so long as the following three conditions apply:

1. The student has been enrolled as a full-time graduate student at CMU for at least one academic year. Part-time graduate enrollment may, at the Department’s discretion, be counted pro-rata toward this requirement.
2. The student does not receive any financial support (such as tuition, stipend, fees or health insurance) paid by or administered by CMU that is tied to activities integral to his/her doctoral program. In addition, the student cannot receive financial compensation from CMU such as research assistantship or paid teaching assistantship, except for hourly wages.
3. The student does not require substantial use of CMU resources. Departmental certification of this condition shall be subject to guidelines established by the College. ABS students may continue to use the CMU library, to enter the buildings for consultation and to obtain University health insurance, but may use computing services only for departmental communications and Ph.D. Dissertation preparation. In cases when an ABS student needs to perform only a few studies to complete the thesis, the student should consult the Department Head to determine the appropriate way to proceed.

The student does not pay any tuition until the final semester for thesis submission, defense, and graduation, when the student is required to pay tuition on her/his own for 5 units. ABS cannot be used for maintaining a full-time student status, and therefore cannot be applied to international students who stay in the U.S. on student visa.
1.1.5. **INTERNATIONAL STUDENTS MAINTAINING STATUS**

International students who stay in the U.S. on student visa must maintain full-time registration status for the duration of their degree program. Any changes or adjustments to program requirements, including internships or co-ops, must be reported to the BME Graduate Program Administrator.

1.1.6. **ENROLLMENT VERIFICATION**

Enrollment Services is the only University office that can provide an official letter of enrollment, official transcript and enrollment verification. Enrollment verification can be requested online through The HUB at [https://www.cmu.edu/hub/registrar/student-records/verifications/](https://www.cmu.edu/hub/registrar/student-records/verifications/)

1.2. **ADVISOR**

Before or soon after entering the program, each Practicum-Option M.S. student will be assigned one or more official academic advisors. Unless otherwise arranged, Ph.D. and Research-Option M.S. students must take the initiative to find an advisor within the first month of matriculation. All primary advisors must have a core or courtesy faculty appointment in the BME Department, while adjunct members may serve as a co-advisor. All MS students are required to meet with the Graduate Program Administrator at the beginning of the first semester and the beginning of the final semester. The BME Department is committed to fostering optimal advisor/student interactions by establishing standards and timetables for equitable treatment of students.

1.2.1. **ROLE OF THE ADVISOR**

The Advisor provides guidance for both course planning and research projects. The role of the advisor is complex and can vary from student to student, but at least three characteristics can be identified: mentor, evaluator, and colleague.

For Practicum-Option students the advisor is responsible for assisting with course selection, for monitoring and evaluating the student’s progress, and for working closely with the student toward a successful academic and professional outcome. The Graduate Program Administrator may serve part of these roles.

For Ph.D. and Research-Option MS students, the advisor is responsible for helping the student define a project and build the necessary foundation, for monitoring and evaluating the student’s progress, and for working closely with the student toward successful research and professional outcome.

1.2.2. **SEARCHING FOR A RESEARCH ADVISOR (FOR PH.D. AND RESEARCH-OPTION M.S. STUDENTS)**

Advisor match can be pivotal for the success of Ph.D. or Research-Option M.S. education. A productive relationship can last well after graduation and turn into long-term collaboration and mutual-support. Therefore, the student must take a proactive, thoughtful approach when considering advisor options, through interactions with both the faculty and group members and taking into consideration mentoring style.

Ph.D. students may be assigned an advisor before matriculation or informed of several potential advisors. In the latter case the student should submit their preferences, treated confidentially, to the Graduate Program Administrator no later than the end of the fourth week of the first semester.

Research-Option M.S. students are provided with a list of potential advisors who are either core BME faculty or have a courtesy appointment within BME and are expected to contact those of matching interest proactively. The students are
expected to meet with these faculty to discuss if the faculty member is offering a research project and if the faculty member is interested in having that student work on the project. After the student has met with several faculty members, the student will submit the ROMS Student Matching Form to the Graduate Program Administrator before the end of the fourth week of the semester. The student must submit THREE potential advisors, ranked in order of preference. Matching decision takes into consideration not only the preferences of the student and faculty, but also the capacity of advising and supporting resources. To avoid failure in matching, the student should identify multiple possible advisors. Research-Option M.S. students and faculty agreeing to accept the student must submit a signed M.S. Research Agreement to the Graduate Program Administrator as formal notification of their mutual commitment. No matches can be made without departmental approval, and students should not start research before matches are made by the department.

1.2.3. Switching Research Advisor (for Ph.D. and Research-Option M.S. students)

A student may wish to change their advisor under unusual circumstances. Such cases can seriously impact on the progress of research and should be discussed as soon as possible with the Department Head or the GAC Chair. Given the short timeframe of the Research-Option M.S. program, advisor switching may leave insufficient time to complete a new project and may compel the student to graduate in Practicum Option. If a Research-Option M.S. student is unable to find a new advisor, he/she will be required to switch to the Practicum-Option M.S. program.

For Ph.D. students, finding a new advisor often involves identifying a faculty member with not only matching interest but also available funding for providing the financial support. While the Department will make every effort to help, the student bears the responsibility of identifying a new advisor and the Department cannot guarantee the continuation of funding. If a new advisor cannot be identified by the end of the following semester, then the student must terminate the enrollment in the Ph.D. program with the possibility to move to the M.S. program. The student is not allowed to complete the Ph.D. program as a self-supported student.

If a new advisor is found, the student must discuss specific commitments with the current advisor during the transition, as mediated and monitored by the Department Head, and show a high level of professionalism and responsibility. Reasonable tasks may include finishing up experiments, writing up the work, archiving the data, training a new student, etc. For Direct-Entry Ph.D. students, every effort should be made to complete a Research-Option M.S degree with the current advisor under such circumstances.

An advisor may request a Ph.D. or Research-Option M.S. student who is not a good fit in the research group to switch to a different advisor. The Department and faculty make a strong effort to avoid such situation given its impact on both the education of the student and the research program of the faculty. For Ph.D. students, the original advisor has the responsibility to continue any existing financial support for, at most, one semester following the current semester, unless the student is showing an exceptionally poor performance. The Ph.D. student will have to leave the Department at the end of the following semester if he/she fails to find a new advisor.

1.2.4. Resources for Exceptional or Challenging Situations With an Advisor

The GAC Chair serves as ombudsperson for graduate students to assist with difficult academic or personal situations where a confidential sounding board and/or an intermediary can be helpful. Examples of situations where students are encouraged to seek advice or assistance include:

• Difficulty in communications with advisor, particularly when those difficulties may lead to considering changing advisors or leaving the program
• Conflict with other group members that is difficult to resolve within the group
• Issues related to diversity or the departmental climate for those in groups who are historically underrepresented in science, or
• Personal concerns that interfere significantly with the ability to make timely progress in research or program requirements. These might be due to health, family or financial challenges.
Upon the student’s request, information shared will be kept in confidence, as long as no laws require otherwise. Should help be needed from additional sources, the student would be asked before sharing confidential information.

In the event that a difficulty cannot be resolved within the department, the GAC Chair in the capacity of ombudsperson for all BME graduate students can also assist with following the grievance procedures for resolving difficult matters, which are available here: https://www.cm.edu/graduate/policies/appeal-grievance-procedures.html.

Additionally, students may confer with the university graduate ombudsman, Suzie Laurich-McIntyre (Assistant Vice Provost for Graduate Education) slaurichmcintyre@cmu.edu, on issues of process or other concerns as they navigate conflicts.

### 1.3. Switching between Graduate Programs

#### 1.3.1. Switching from M.S. to Ph.D.

M.S. students who wish to continue with Ph.D. education in BME at CMU must apply for admission to the Ph.D. program according to the regular admissions policy, using the online application system. The student does not have to pay the application fee or retake standardized tests unless requested by the Department. Three letters of recommendation are required, preferably with at least two coming from the faculty of CMU. Acceptance into the program will depend on both qualifications of the student and the availability of financial support. If admitted, financial support for the student will typically begin the first day of the following semester unless otherwise arranged. Eligible courses taken at CMU may be counted toward both the M.S. and Ph.D. degree, by applying the requirements of the Direct-Entry Ph.D. program as described in Section 2.1.5.

#### 1.3.2. Switching from Ph.D. to M.S.

Students in the Direct-Entry Ph.D. program are free to switch to the M.S. program at any time within the first year, possibly with the termination of financial support. Direct-Entry Ph.D. students who fail the Ph.D. Qualifying or Proposal Examination may switch to the M.S. program, as addressed in Sections 2.2.6 and 2.3.6. Students receiving BME-administered financial support will have the stipend stopped immediately and tuition support stopped the following semester.

#### 1.3.3. Switching between M.S. Options

Research Option MS students may petition to switch to Practicum Option at any time using the M.S. Option Switch form. Once formalized, students will not be allowed to switch back to Research Option.

BME MS students can switch from Practicum Option to Research Option only after the first semester in the program. However, if a student intends to switch from Practicum to Research Option, he/she should start contacting potential research advisors during the first semester.

Switching from Practicum Option to Research Option MS Program requires two levels of approval. The student should first submit the M.S. Option Switch form to the GAC within the first week of second semester. On this form, the student should indicate his/her qualifications for conducting the research, how the switch relates to his/her career plans, and a list of potential research advisors. After receiving the initial GAC approval, the student should start the research as soon as a match is confirmed by the Department. Failure to match with an advisor by the second week of second semester terminates the consideration of the switch.
The second level of approval takes place at the end of the second semester, when GAC will review both the QPA for the first semester and research performance in consultation with the advisor to reach one of the following decisions, disapproval to switch to the Research Option, approval to switch to the Research Option, or deferral with a final decision reached no later than the end of summer. In the case of deferral, the final decision will be based on both the QPA and advisor’s assessment of research progress, therefore the student should continue with the research unless otherwise advised by the advisor. In addition, the student should keep course selections compatible with Practicum Option requirements in case the switch is later denied. As long as the advisor agrees, denial does not necessarily preclude the student from continuing the research, but will preclude the graduation in Research Option.

Upon receiving the approval to switch to Research Option, the student may choose to stay in Practicum Option, or to request to switch back to the Practicum Option at a later time. However, no further request to switch options will be considered.

### 1.4. Performance Review

The GAC reviews the progress of Research-Option M.S. students at the end of the first and second semester to ensure that their coursework and research are on track. Students are required to submit a summary of research at the end of the first year with an outline of research plan for the second year. If a student is not meeting the expectations of the advisor/Department, he/she will be switched to the Practicum-Option M.S. program at the start of the following semester.

The Department rigorously tracks the progress of Ph.D. students each semester and provides timely feedback, using a secure Ph.D. Performance Review website. At the beginning of each semester excluding summer, students are required to update the information and upload a self-assessment, where the student is asked to comment on his/her general strengths and weaknesses, problems encountered, and plans for research or career development. A laundry list of things accomplished or to be accomplished is not acceptable.

A faculty meeting for Ph.D. Performance Review is held at the beginning of each semester to assess the progress of each student and discuss the self-assessments and responses drafted by the advisor. The discussion then leads to a letter designation (SP, USP, N-1, M2M; see below) as well as a finalized feedback letter to the student reflecting the consensus view of the faculty.

The outcome of Ph.D. Performance Review can impact departmental financial support. The overall assessment is designated as one of the following:

- **SP (satisfactory progress)** indicates that the faculty body is satisfied with the student’s performance. The feedback letter may give specific pointers to help the student’s career development.

- **USP (unsatisfactory progress)** indicates that the faculty body is concerned about some areas of the student’s performance. The feedback letter will include specific concerns and expectations. In most cases, it is not difficult to convert the designation of USP to SP in the following semester given appropriate attention to the feedback.

- **N-1 (support not to be continued past the end of the following semester)** indicates that the faculty body is seriously concerned about the student’s performance. The feedback letter will include specific milestones that the student must reach in order to receive a designation of SP in the following semester. Otherwise, the student’s financial support is terminated at the end of the following semester and the student will be asked to leave the Department.

- **M2M (support not to be continued past the end of the month)** indicates that the faculty body is gravely concerned about the student’s performance or conduct. The feedback letter will include specific milestones that the student must reach in order for the financial support to continue. The progress of the student will be monitored closely, and the decision to extend the support month-to-month is made by the advisor in consultation...
with the GAC and the Department Head. In the event that support is terminated, the student will be asked to leave the Department.

Should the student wish to formally respond to the feedback letter, he/she may do so in email to the GAC Chair within two weeks of receiving the feedback. The letter will be distributed to the BME faculty and a response by the Department Head will be sent to the student within two weeks.

1.5. Academic Integrity

The BME Department takes strong actions, consistent with the policies of the College of Engineering and Carnegie Mellon University, against any student who engages in cheating or plagiarism in courses or research.

Please review the University Policy on Academic Integrity (https://www.cmu.edu/policies/student-and-student-life/academic-integrity.html). The policy includes the University expectations around academic integrity and provides definitions of cheating, plagiarism, and unauthorized assistance.

A review of the University’s Academic Disciplinary Actions procedures (https://www.cmu.edu/student-affairs/theword/academic-discipline/index.html) is also recommended. These procedures outline the process for investigating, reporting, and adjudicating violations of the University Policy on Academic Integrity. The procedures also outline the appeal process.

All students are required to complete the How to Recognize Plagiarism module within the first semester of study and submit the certificate to the Graduate Program Administrator. In addition, Research-Option M.S. and Ph.D. students are required to complete the online Responsible Conduct of Research training within the first semester, as described in Section 2.1.12.

University Wide Protocol (https://www.cmu.edu/policies/student-and-student-life/academic-integrity.html)

1.5.1. Penalties for Violating Academic Integrity

In cases of suspected violations of academic integrity, the instructor informs the BME Department and may refer the case directly to the Office of Student Affairs. The student may be barred from receiving any financial aid upon the first confirmed violation and may be placed on academic probation. In extreme cases where a first violation is particularly deplorable, a student may be expelled from CMU. Upon second violation, the student will be expelled from CMU. The Office of Integrity and Community Standards also provides consultation, support, resources and follow-up on questions and issues of Academic Integrity: www.cmu.edu/academic-integrity.

1.5.2. Appeal Process for Violations of Academic Integrity

A student may appeal a penalty against an academic integrity violation, including expulsion, if he/she deems the penalty as inappropriate and/or believes that improper procedure has been followed. Graduate students who wish to appeal an Academic Disciplinary Action must state in writing to the Provost their intention to do so within seven (7) calendar days after the date on which the penalty is communicated to the student, and then must present their written appeal with appropriate documentation to the Provost no later than fourteen (14) calendar days after said penalty date. The Provost will then take action on the appeal. Graduate students who wish to appeal the Provost’s decision must state in writing to the President their intention to do so within seven (7) calendar days after the decision of the Provost. When an appeal is made to the Provost, the Provost will determine the appropriate actions, which may include denying the appeal, remanding the case to the Department Head for further consideration, ordering a new or different penalty, convening a
1.6. Resolution of Grievances

The policy on the resolution of grievances is set by the College of Engineering (see the College of Engineering Graduate Student Policy site). While the BME Department encourages graduate students to bring up any grievances with the advisor first, there are many alternative or complementary options including any faculty members of the BME Department, the Chair of GAC, the Department Head, or the College of Engineering Associate Dean for Graduate & Faculty Affairs. The student should apply their best judgment according to the circumstance. All such discussions with the faculty or staff will be treated as confidential at the request of the student.

Academic grievance may be filed formally with the Department Head or GAC Chair. If the issue cannot be resolved within the BME Department, the student may contact the College of Engineering Associate Dean for Graduate & Faculty Affairs and consider filing a formal appeal of academic actions with the College. Additionally, students may confer with the graduate student ombudsman, Suzie Laurich-McIntyre (slaurichmcintyre@cmu.edu) on issues of process or other concerns as they navigate conflicts. In accordance with the CMU policy, such grievances will ordinarily be heard and decided by the College of Engineering College Council. Written materials and findings of such appeal processes are considered confidential. If this process cannot reach a resolution, an appeal may be made to the Provost at the request of either the student or the College.

1.7. Grades and Grading

1.7.1. University Grading Standards

This policy offers details concerning the university’s grading principles for students taking courses and covers the specifics of assigning and changing grades, process for incomplete grades, grading options, drop/withdrawals and course repeats. It also outlines the undergraduate and graduate grading standards. Carnegie Mellon’s grading policy is available at the following link: https://www.cmu.edu/policies/student-and-student-life/grading.html

1.7.2. College of Engineering Grading Standards

The College of Engineering’s grading policy is available at the following link: https://engineering.cmu.edu/education/academic-policies/graduate-policies/registration-grading-credit.html#transfer-credit-&-special-students.

1.7.3. Add/Drop/Withdraw Procedures

Students taking graduate level courses must follow the procedures and deadlines for adding, dropping, or withdrawing from courses as identified on the academic calendar. Information can be found at https://www.cmu.edu/hub/registrar/course-changes/index.html
1.7.4. Pass/Fail Grading

Course work or graduate project units with a grade of C- or lower are not acceptable toward graduate degree requirements. In the event that a student elects to take a course as P/F and an instructor enters a letter grade, any letter grade of C- or lower will be converted to Fail, while any letter grade A through C will be considered Pass.

1.7.5. Process for Appealing Final Grades

https://www.cmu.edu/graduate/policies/appeal-grievance-procedures.html

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

2. Academic Requirements

Students must opt for letter grades for all formal courses to be counted towards a graduate degree, excluding research, practicum, 42-701 seminar, or milestones such as Ph.D. qualifying examination. Only courses that receive a grade of C or better may be counted toward the degree. In addition, these counted courses must show a Quality Point Average (QPA) of 3.0 or better for the student to qualify for any graduate degree in BME.

BME courses are designated with a 42-xxx course number. Courses that are not offered by BME Department but have been pre-approved to count towards BME degree requirements are listed in the online Course Catalog. Students who are interested in taking a course that is not listed in the Course Catalog but is relevant to a professional career in biomedical engineering may petition the GAC by submitting the BME Course Petition form prior to the Course Add Deadline of the semester. Students may take at most one course per semester that is not biomedical in its primary content, whether or not the course is to be counted toward the BME degree. Biomedical primary content is to be determined based on course title and/or description, with input of the instructor as necessary. Sport, art, or recreational courses are excluded from this limit. Full-time students who have completed most of the program requirements and have units available are allowed to take up to two non-biomedical courses for the very last semester. Full-time students in BME/E&TIM and BME/TV dual Master Program are allowed to petition for up to two non-biomedical courses (relevant to a professional career in biomedical engineering) for each BME semester.

Except for the switching from BME M.S. to BME Ph.D. program (see Section 1.3.1), course(s) that has been counted toward a degree cannot be counted toward fulfilling course requirements for the BME degree, unless explicitly authorized for a particular program as set forth in the specified requirements for the program, or by the department head(s) of the primary department(s) of the graduate student.

2.1. Degree Requirements

2.1.1. Academic Requirements for the Research-Option M.S. Degree

Students in the Research-Option M.S. program should expect to spend two academic years or equivalent in full-time study (21 calendar months, minimal 36 units per semester). The first year is predominately devoted to satisfying the course requirements and laying the groundwork for the research project; the summer and the second year is devoted primarily
to research. A Research-Option M.S. Completion Worksheet is available at the Graduate Student Portal site to help with planning.

Research-Option M.S. program does not have a full-time residency requirement, such that the degree may be completed entirely on a part-time basis. Part-time MS enrollment is an option for special circumstances, such as students who would like to pursue an MS degree while maintaining external employment. Students must either apply directly to a separate part-time MS program or file a petition to move from the full-time to the part-time Program. Note that US immigration regulations do not allow Carnegie Mellon University to issue visa documents for the part-time MS program.

The following is a summary of requirements:

1. The student must satisfactorily complete a minimum of 96 units, out of which at least 72 units must be formal coursework in the general area of biomedical engineering. Up to 12 units of 42-790, Practicum in BME, may be counted as coursework if performed at a medical center with clinical exposure. Research Option MS students should not register for research using this course and instead utilize their respective research course 42-890.

   No more than 24 units of the coursework may be advanced undergraduate level courses (300, 400 or 500 level).

2. Core course requirement – one course each of at least 9 units for three of the following areas:
   - Physiology and Cellular/Molecular Biology
   - Biomaterials and Tissue Engineering
   - Biomechanics
   - Biomedical Imaging and Bioinformatics
   - Neuroengineering

   Each student must take a course in three of the five cores and must complete a physiology course. This course is typically Physiology (42-702) but could also be Advanced Systems Neuroscience (03-763). If the student has previously taken a graduate level physiology class at another university, they may petition the GAC to ask that this previous course be counted toward this requirement. The GAC will then assess if the level of physiology meets or exceeds that of the CMU course and, if so, will approve the petition. If approved, the student must still take three courses from the five cores, but the physiology requirement is waived.

3. A maximum of one course per semester may be taken from outside CMU through cross registration, except for the last semester prior to graduation when all courses must be taken at CMU. Prior approval by the GAC is required for these courses to be counted toward the BME degree. Students should check with the HUB for rules and restrictions of cross registration and contact the Graduate Program Administrator well before the beginning of the semester.

4. Course selection must be approved by the Graduate Program Administrator, who may consult the GAC, to ensure that there is a clear theme in biomedical engineering, with possibly additional courses from other departments to supplement and enhance this theme. At least 36 units of the 72 units of formal coursework must be 42-xxx courses. In addition, at most one course that is not biomedical in its primary content may be taken per semester, whether or not the course is to be counted toward the BME degree. Biomedical primary content is to be determined based on course title and/or description, with input of the instructor as necessary. Sport, art, or recreational courses are excluded from this limit. Full-time students who have completed most of the program requirements and have units available are allowed to take up to two non-biomedical courses for the very last semester.

5. The student must attend biomedical engineering seminars and receive either a Passing grade for 42-701, or a letter grade of C or better for 42-801, for each semester. See Section 2.1.11.

6. The student must pass at least a total of 24 units of 42-890, M.S. Research. Unless otherwise agreed upon with the advisor, students are expected to commit at least 20 hours (20 units) per week to research during the Spring and Fall semesters, 36 units during the summer. The minimum is 12 hours, which may apply to the first and last semester of research.
7. Students who failed 42-890 for any semester are disqualified for the Research-Option M.S. program but may petition GAC to switch to the Practicum-Option M.S. program. Unless the mentor is an adjunct faculty member of BME, 42-890 cannot be taken outside CMU.

8. The student must take the online training for Responsible Conduct of Research (see Section 2.1.12) and submit the certificate to the Graduate Program Administrator.

9. The student must register for 42-899, M.S. Research Final Report, during the final semester and submit an M.S. Research Final Report. The report must meet the approval of the advisor, a BME faculty reader (core, courtesy or adjunct), and the BME Department Head, and may be in one of the following formats: as a thesis following College of Engineering’s thesis format, as a submitted journal manuscript of a similar substance with the student as the lead author, or as a published or accepted official institutional technical report of a similar substance with the student as the lead author. The report, in PDF format, should be sent to the Graduate Program Administrator, along with the signed title page and the Research-Option M.S. Completion Worksheet found on the Graduate Student Portal, 5 days before the Final Grade Due date by 4 p.m. There is no requirement of public presentation or defense.

10. The student may take Extramural Practicum 42-792 during the summer upon approval of the advisor, BME Department, and the OIE for international students, for the purpose of gaining experience in real-world practice. The Practicum must be directly relevant to biomedical engineering. The application for 42-792 must be submitted well ahead of time through the Graduate Program Administrator. Students are expected to keep a daily log of activities during the internship and submit a report describing the accomplishment after completing the Practicum. The student is eligible to take 42-792 only if the Practicum does not jeopardize successful completion of M.S. Research Final Report.

The following degree title will appear on the diploma for students who successfully finish academic requirements for Research-Option M.S. Degree: Master of Science in Biomedical Engineering.

### 2.1.2. Academic Requirements for the Practicum-Option M.S. Degree

Students in the Practicum-Option M.S. degree should normally expect to spend one and half academic year (16 calendar months) in full-time graduate study, although a shorter period may be possible for some students including most CMU students who entered the program under College of Engineering’s Integrated Master’s/Bachelor’s Degree Program. In either case, students must meet a minimal full-time residency requirement of one Fall or Spring semester. A Practicum-Option M.S. Completion Worksheet is available at the Graduate Student Portal site to help with planning.

The following is a summary of requirements:

1. The student must satisfactorily complete a minimum of 96 units, out of which at least 84 units must be formal coursework in the general area of biomedical engineering. No more than 27 units of the coursework may be advanced undergraduate level courses (300, 400 or 500 level).

2. Core course requirement – one course each of at least 9 units for three of the following areas:
   - Physiology and Cellular/Molecular Biology
   - Biomaterials and Tissue Engineering
   - Biomechanics
   - Biomedical Imaging and Bioinformatics
   - Neuroengineering

   Each student must take a course in three of the five cores and must complete a physiology course. This course is typically Physiology (42-702) but could also be Advanced Systems Neuroscience (03-763). If the student has previously taken a graduate level physiology class at another university, they may petition the GAC to ask that
this previous course be counted toward this requirement. The GAC will then assess if the level of physiology meets or exceeds that of the CMU course and, if so, will approve the petition. If approved, the student must still take three courses from the five cores, but the physiology requirement is waived.

A list of courses that belong to each core area is available at the Graduate Student Portal. A course may be counted toward at most one core area even if it is listed under multiple areas.

3. A maximum of one course per semester may be taken from outside CMU through cross registration, except for the last semester prior to graduation when all courses must be taken at CMU. Prior approval by the GAC is required for these courses to be counted toward the BME degree. Students should check with the HUB for rules and restrictions of cross registration and contact the Graduate Program Administrator well before the beginning of the semester.

4. Course selection must be approved by the Graduate Program Administrator, who may consult the GAC, to ensure that there is a clear theme in biomedical engineering, with possibly additional courses from other departments to supplement and enhance this theme. At least 42 units of the 84 units of formal coursework must be 42-xxx courses. In addition, at most one course that is not biomedical in its primary content may be taken per semester, whether or not the course is to be counted toward the BME degree. Biomedical primary content is to be determined based on course title and/or description, with input of the instructor as necessary. Sport, art, or recreational courses are excluded from this limit. Full-time students who complete most of the program requirements and have units available are allowed to take up to two non-biomedical courses for the very last semester. Full-time students in BME/E&TIM and BME/TV dual Master Program are allowed to petition for up to two non-biomedical courses (relevant to a professional career in biomedical engineering) for the each BME semester.

5. The student must attend biomedical engineering seminars and receive either a Passing grade for 42-701, or a letter grade of C or better for 42-801, for each semester. See Section 2.1.11.

6. The student must complete a Practicum in BME for at least 12 units. The Practicum requirement may be met by taking either the BME Practicum 42-790, or extramural summer internship 42-792 upon approval of the BME Department. The registration for extramural internship must be made well ahead of time through the Graduate Program Administrator.

7. The student may take Extramural Practicum 42-792 during the summer upon approval of the BME Department (and the OIE for international students), for the purpose of gaining experience in real-world practice. The Practicum must be directly relevant to biomedical engineering. The application for 42-792 must be submitted well ahead of time through the Graduate Program Administrator. Students are expected to keep a daily log of activities during the internship and submit a report describing the accomplishment after completing the Practicum.

8. CMU graduates who have done research with a BME faculty mentor previously may continue the research project upon agreement of the mentor, while registering for at least 12 units of 42-890. The student must notify the Graduate Program Administrator before starting the research.

9. Through a simple petition on the Practicum-Option M.S. Completion Worksheet, the student may petition to count one of the following courses as Practicum: 42-612, 16-725. The course may still count toward core requirement, if so specified in the Core Table. However, the units may be counted only once toward the total unit requirement.

10. Practicum Option MS students are eligible to take 42-890 only under one of the following conditions: 1) they are CMU graduates continuing a biomedical engineering project with the same BME faculty member, 2) they receive GAC's initial approval to switch to the Research Option, or 3) they are performing research with a BME faculty member as a practicum project. Practicum Option students should register for 42-890 only after formal assignment of an advisor and each semester thereafter if the project continues.” The student and advisor must
both sign an M.S. Research Agreement form, and the student must finish an online course on Responsible Conduct of Research (RCR).

11. Students who are not in the BME/TV dual MS program may petition to count the course 49-850 “Grand Challenge Innovation” toward Practicum. In order to qualify, the project must be in biomedical engineering. The title of the project must be reported to the Graduate Program Administrator in the petition.

The following degree title will appear on the diploma for students who successfully finish academic requirements for Practicum-Option M.S. Degree: Master of Science in Biomedical Engineering.

2.1.3. Academic Requirements for the Dual Master BME/E&TIM Degree

Students in the BME/E&TIM dual Master program spend two years in full-time graduate study. Students who have successfully completed all requirements for the dual Master degree are awarded both degrees simultaneously at the end of the last semester. The dual program starts with the BME Practicum-Option M.S. Program for one (Fall) semester, followed by the E&TIM program for two (Spring/Fall) semesters with a summer internship in between. The student then returns to BME to finish the requirements for the BME Practicum-Option M.S. degree. Some qualified technical elective courses may be double-counted toward both degrees. Students should contact the E&TIM advisor for the details of its policy. The requirements for the BME M.S. degree are otherwise identical to those for Practicum-Option M.S. Students are expected to take BME courses only during BME semesters. Under special circumstances and with approval from the appropriate department, a student may be allowed take up to two non-BME courses (relevant to a professional career in biomedical engineering) during BME semester.

The following degree titles will appear on the diplomas for students who successfully finish academic requirements for Dual Master BME/E&TIM Degree: Master of Science in Biomedical Engineering and Master of Science in Engineering and Technology Innovation Management.

2.1.4. Academic Requirements for the Dual Master BME/TV Degree

Students in the BME/TV dual Master Program spend two years in full-time graduate study. Students who have successfully completed all requirements for the dual Master degree are awarded both degrees simultaneously at the end of the last semester. The dual program starts with the BME Practicum-Option M.S. Program for two semesters (Fall and Spring semester), followed by the MSTV program for two semesters (Fall and Spring semester) at the CMU Silicon Valley campus. Some qualified technical elective courses may be double-counted toward both degrees. Students should contact the MSTV advisor for the details of its policy. Students may petition to count 49-850 “Grand Challenge Innovation” toward the Practicum requirement and are strongly encouraged to work on a project directly relevant to biomedical engineering for this course. The requirements for the BME M.S. degree are otherwise identical to those for Practicum-Option M.S.

The following degree titles will appear on the diplomas for students who successfully finish academic requirements for Dual Master BME/TV Degree: Master of Science in BME and Master of Science in Technology Ventures.

2.1.5. Academic Requirements for the MS in Biomedical Engineering and Integrated Study in Computer Science

The Practicum Option MS in BME and Integrated Study in Computer Science (CS) is a four-semester program within which you will complete a minimum of 144 units - a minimum of 60 units from School of Computer Science (SCS) courses. Students are required to successfully complete 96 units to earn a MS BME degree. As a student in this program, you will work with your BME academic advisor to develop a BME course schedule that will be tailored to your academic and career goals.

You will be required to carry 36 units per semester with no more than 1 (one) SCS course in your first and second semesters. In your third semester, you may take no more than 2 (two) SCS courses and complete your program in semester four with a minimum of one SCS course. You will need to maintain a 3.0 GPA to receive your degree.
Summer semesters are not considered part of the required semesters, and you cannot transfer into this program once you have already enrolled in one of BME’s MS programs.

There are two required SCS courses, with 1 taken each of the first 2 semesters:
- 15-513, Introduction to Computer Systems (12 units)
- 17-514, Principles of Software Construction: Objects, Design, and Concurrency (12 units)

The remaining SCS courses, taken during semester three and four will be electives.

The following degree title will appear on the diploma for students who successfully finish academic requirements for MS in Biomedical Engineering and Integrated Study in Computer Science: Master of Science in Biomedical Engineering and Integrated Study in Computer Science.

### 2.1.6. Academic Requirements for the Direct-Entry Ph.D. Degree

Students who have not already obtained an M.S. degree in a BME-relevant field are accepted into the Direct-Entry Ph.D. program. Students should expect to spend four to five years full-time or equivalent to complete the Ph.D. requirements, with a required minimum of one-year full-time residency at CMU. The first year is usually devoted to taking courses and laying the foundation for thesis research. The coursework is generally completed during the second year, when the effort is shifted predominantly to thesis research through the remaining years. A [Direct-Entry Ph.D. Completion Worksheet](#) is available at the [Graduate Student Portal](#) to help with planning.

The following is a summary of requirements:

1. The student must satisfactorily complete a minimum of 192 units, out of which at least 84 units must be formal coursework in the general area of biomedical engineering. Up to 12 units of 42-790, Practicum in BME, may be counted as coursework if performed at a medical center with clinical exposure. **PhD students should not register for research using this course and instead utilize their respective research course 42-990.**
   
   No more than 21 units of the coursework may be advanced undergraduate level courses (300, 400, or 500 level).

2. Core course requirement – one course each of at least 9 units for three of the following areas:
   - Physiology and Cellular/Molecular Biology
   - Biomaterials and Tissue Engineering
   - Biomechanics
   - Biomedical Imaging and Bioinformatics
   - Neuroengineering

   Each student must take a course in three of the five cores and must complete a physiology course. This course is typically Physiology (42-702) but could also be Advanced Systems Neuroscience (03-763). If the student has previously taken a graduate level physiology class at another university, they may petition the GAC to ask that this previous course be counted toward this requirement. The GAC will then assess if the level of physiology meets or exceeds that of the CMU course and, if so, will approve the petition. If approved, the student must still take three courses from the five cores, but the physiology requirement is waived.

   A list of courses that belong to each core area is available at the [Graduate Student Portal](#). A course may be counted toward at most one core area even if it is listed under multiple areas.

3. A maximum of one course per semester may be taken from outside CMU through cross registration, except for the last semester prior to graduation when all courses must be taken at CMU. **Prior approval** by the GAC is required for these courses to be counted toward the BME degree. Students should check with the [HUB](#) for
rules and restrictions of cross registration and contact the Graduate Program Administrator well before the beginning of the semester.

4. Course selection must be approved by the research advisor and may be reviewed during performance review (Section 1.4) to ensure that there is a clear theme in biomedical engineering, with possibly additional courses from other departments to supplement and enhance this theme.

5. The student must attend biomedical engineering seminars and receive either a Passing grade for 42-701, or a letter grade of C or better for 42-801, for each semester. See Section 2.1.11.

6. The student must pass at least a total of 24 units of 42-990, Ph.D. Thesis Research, and a minimum of 12 units of 42-990 per semester. Students who failed 42-990 for any semester are terminated from the Ph.D. program.

7. The student must take the online training for Responsible Conduct of Research (see Section 2.1.12) and submit the certificate via the Graduate Review website.

8. The student must register and receive a Passing grade for three semesters of 42-996, Teaching Assistantship, to satisfy the teaching requirement (see Section 2.1.9).

9. The student must register and receive a Passing grade for 42-997, Ph.D. Qualifying Examination (see Section 2.2).

10. The student must register and receive a Passing grade for 42-998, Ph.D. Proposal Examination by the end of the ninth semester in residence (see Section 2.3).

11. The student must register and receive a Passing grade for 42-999, Ph.D. Thesis Defense, during the final semester. The policy governing the preparation of the Ph.D. Thesis and Thesis Defense is described in Section 2.4. Any publication based on the thesis research should be prepared in consultation with the advisor.

The following degree title will appear on the diploma for students who successfully finish academic requirements for Direct –Entry Ph.D. Degree: Doctor of Philosophy in Biomedical Engineering.

2.1.7. Academic Requirements for the Advanced-Entry Ph.D. Degree

Students who have already obtained an M.S. degree or equivalent in a BME-relevant field may be accepted into the Advanced-Entry Ph.D. program. Students should expect to spend three to four years full-time or equivalent to complete the Ph.D. requirements, with a required minimum of one-year full-time residency at CMU. The first year is usually devoted to taking courses and starting early stages of thesis research. Starting the second year, the effort is devoted principally to thesis research. An Advanced-Entry Ph.D. Completion Worksheet is available at the Graduate Student Portal to help with planning.

Students are referred to the academic requirements for Direct-Entry Ph.D. degree, with the following differences.

1. The student must satisfactorily complete a minimum of 96 units, out of which at least 42 units must be formal coursework in the general area of biomedical engineering. Up to 12 units of 42-790, Practicum in BME, may be counted as coursework if performed at a medical center with clinical exposure. PhD students should not register for research using this course and instead utilize their respective research course 42-990. No more than 9 units of the coursework may be advanced undergraduate level courses (300, 400, or 500 level).

2. However, students who received an M.S. degree from the BME Department at CMU are required to complete at least 84 units of formal coursework, by applying the unit requirements for Direct-Entry Ph.D. degree and (double) counting eligible courses that have been counted toward M.S. requirements.

3. The student must register and receive a Passing grade for 42-998, Ph.D. Proposal Examination by the end of the eighth semester in residence (see Section 2.3).

The following degree titles will appear on the diploma for students who successfully finish academic requirements for Advanced –Entry Ph.D. Degree: Doctor of Philosophy in Biomedical Engineering.
2.1.8. Academic Requirements for the M.D.-Ph.D. Degree

The BME Department participates in a combined M.D.-Ph.D. Program with the University of Pittsburgh School of Medicine to give selected medical students the opportunity to receive both a Doctor of Medicine (M.D.) from the University of Pittsburgh and a Ph.D. in Biomedical Engineering from CMU.

Students formally enter Ph.D. studies after completing their second year of medical school training at the University of Pittsburgh School of Medicine. The student may elect to begin his/her research at CMU during the summer before and/or after the first year, and after the second year of medical school, provided a qualified advisor agrees to supervise the research. The student may also choose to rotate through up to three different laboratories of potential interest at CMU or University of Pittsburgh during these summers to facilitate the selection of research groups.

Completion of the Ph.D. degree program is targeted at three to four years of full-time study. The requirements for the Ph.D. degree are identical to those for the Advanced-Entry Ph.D. program (see Section 2.1.5), except that there is no core area requirement although all courses must remain BME relevant. An M.D.-Ph.D. Completion Worksheet is available at the Graduate Student Portal to help with planning. The student may discuss with his/her advisor to determine the most beneficial courses to take according to his/her background and research interests. After receiving the Ph.D. Degree, the student resumes his/her M.D. training, completing the last two years at the University of Pittsburgh School of Medicine.

The following degree title will appear on the diploma for students who successfully finish academic requirements for M.D-Ph.D. Degree: Doctor of Philosophy in Biomedical Engineering.

2.1.9. Waiver of Core Areas

Students who are already proficient in one or more core areas may petition to have up to one core area waived. The student must present to the GAC evidence of prior completion of a graduate level course in the core area, with a grade of B or better. A Core Area Petition form and supporting materials must be submitted to the Graduate Program Administrator before the Course Add Deadline. Retro-active petitions will not be considered.

Petition for core area waiver alone does not transfer the course units or reduce the total unit requirement. Instead the student gains the flexibility to apply the units intended for a core course to an elective course, which must remain relevant to biomedical engineering. If the units earned for the course(s) under petition have never been used to satisfy any prior degree, the student may petition to have both exempt from a core area(s) and to have the units counted towards graduate degree requirements thereby reducing the required number of units for graduation, as explained in the next Section.

2.1.10. Transfer of Course Credits

Students may request to transfer credits of up to 24 units from an institution other than CMU for the fulfillment of graduate requirements, after receiving the approval from both the BME Department and the College of Engineering. The course(s) must be at the graduate level and the grade must be B or better. The student must submit the College of Engineering Graduate Transfer Credit Request form, together with a course syllabus, evidence that course is at a graduate level, official transcript, and documentation from the previous institution that the course has never been counted towards a degree. Student who wishes to use the transferred course to also meet a core requirement should also submit the BME Core Waiver Petition form. The GAC will inform the student of its decision and forward the petition to the College of Engineering upon approval.

Students who have graduated from CMU may count one pre-approved non-42-xxx graduate course and eligible BME (42-xxx) course units if they have not been used for fulfilling previous degree requirements. The course(s) must be at the
graduate level and the grade must be B or better. Students must have their degree-granting department(s) send a written notification to the Graduate Program Administrator confirming that these course units have not been counted previously towards their degree(s).

All transferred courses must be approved well in advance of graduation.

### 2.1.11. Teaching Assistant Assignment and Teaching Requirement for Ph.D. Students

Teaching Assistant (TA) works closely with the course instructor to provide help and advice to students, grade homework assignments and projects, supervise lab exercises, and occasionally deliver lectures. To be effective, a TA should be familiar with the course material including class notes and solutions of problem sets. There will be two forms of Teaching Assistantship.

All Ph.D. students must register and receive a Passing grade for three semesters of 42-996, Teaching Assistantship. The average workload of a TA under 42-996 is 5-6 hours per week. Additional time and effort may be required to audit the course if a TA is uncertain about his/her background in any part of the course. Ph.D. students are expected to take the 42-996 TA assignments seriously even though they are not directly linked to a student’s financial support. The units received from 42-996 are not counted toward Ph.D. unit requirement; however poor performance will be discussed during the Ph.D. Performance Review (see Section 1.4).

TA assignments are made by the Department, and announced prior to each semester. A Ph.D. student may volunteer to serve as a TA for up to two additional semesters after fulfilling his/her three-semester requirement (42-996), with permission of his/her advisor and with possible financial compensation in addition to the stipend. If a Ph.D. student does not have a research assistantship or fellowship due to a gap in the advisor’s funding, the student may be provided financial support under Teaching Assistantship with a workload of ~12 hours per week. Students will be required to actively seek fellowship supports while being on temporary departmental funding.

M.S. students may apply for a TA position, using an online form made available by the Graduate Program Administrator during the application period once before the Spring and once before the Fall semester. M.S. students are not guaranteed TA assignments, nor is TA required or counted for degree completion. M.S. students who work as a TA will receive financial compensation, but should never register for 42-996, Teaching Assistantship. In addition, TA performed as a M.S. student cannot be counted toward the TA requirement for a Ph.D. degree, if the student is later accepted into the Ph.D. program of the BME Department.

BME Graduate students with teaching assignments must attend the orientation provided by Eberly Center aligned with the semester they are teaching. Students need to register for individual session(s) based on the Teaching assignment on a day provided by Eberly center. Graduate Program Administrator will contact students with the details about the registration and session(s) advised to attend. Graduate students who previously experienced equivalent training via Eberly Center programs, are not required to attend sessions.

### 2.1.12. ITA Test for Nonnative English Speakers

The Pennsylvania State Law, English Fluency in Higher Education Act, requires that all nonnative speakers of English pass a test before they can work as a TA. Upon arriving on campus, nonnative English speaking Ph.D. students must report to the Intercultural Communication Center to schedule a placement interview, which assesses the actions required before the student may quality as a TA, followed by an official International Teaching Assistant (ITA) Test. The outcome of the test, as described at the ICC website, determines the nature of tasks allowed as a TA (or grader) and any follow up training required while serving as a TA. Specific rules on who must take the ITA Test are also specified at the ICC website. The full university policy can be reviewed at: https://www.cmu.edu/policies/faculty/evaluation-certification-english-fluency-instructors.html. The fluency of all instructional personnel will be rated by the ICC to determine at what level of responsibility the student can TA.
Nonnative English-speaking M.S. students interested in TA assignments should contact the Graduate Program Administrator, who will assess the prospect for receiving a TA assignment and arrange for the ITA Test as appropriate. Arrangement for the ITA Test may not take place before the student receives a TA assignment.

2.1.13. Seminar Requirement

BME graduate students are required to enroll in BME Seminar 42-701 or 42-801 and receive a Passing grade each Fall and Spring semester. Students are required to attend all seminars unless a substitute seminar is approved (see below). The total number of seminars may vary each semester due to unforeseen cancellation and will not exceed 15 seminars. Part-time students should attend a proportional number. Students must submit notes (for 42-701) or reports (42-801) after each seminar, which are used for recording the attendance and assigning a Passing/Not Passing grade. Students can take maximum 2 (two) times of 42-801 per program.

Students enrolled in 42-701 may substitute a BME seminar with a BME-relevant seminar at CMU or another local institution such as the University of Pittsburgh. Students should still register for 42-701 even if they must substitute the seminars regularly due to recurring schedule conflicts. The date, title, speaker, and location of the seminar attended must be included at the beginning of the notes. Students attending fewer than the number of scheduled seminars in a semester will receive a grade of Incomplete until additional BME-relevant seminars are attended to reach the number of seminars required in this semester. Seminars attended before the beginning of a semester cannot count and extra seminars attended may not be carried forward.

Students registering for the 3-unit option 42-801 are expected to attend all the regular BME seminars and to submit a written report after conducting a follow-up self-study, which is used for assigning a letter grade at the end of the semester. Substitution is allowed only under unexpected circumstances and must receive prior approval of the instructors. Conference attendance may count towards substitution and also requires prior approval of the instructors. Students with multiple absences may receive a grade below C, such that the course may not be counted toward degree requirements.

2.1.14. Responsible Conduct of Research Requirement

In compliance with the requirement of various granting agencies, the College of Engineering requires its Ph.D. and Research Option M.S. students to finish an online course on Responsible Conduct of Research (RCR). Each student must take at least one base-level module, which may be Physical Science RCR, Biomedical RCR, or RCR for Engineers. Additional modules may be required for students doing research on human subjects or laboratory animals. Advisor may be consulted on the appropriate module(s) to take. RCR training must be completed no later than the beginning of the second semester in residence. Upon the completion of the training, the electronic version of the certificate should be submitted to the Graduate Program Administrator or uploaded onto the Performance Review site for Ph.D. students.

2.2. Ph.D. Qualifying Examination

The purpose of the Ph.D. Qualifying Examination is to assess a student’s potential as an independent researcher, as well as his/her general communication skills and knowledge of biomedical engineering. Successfully passing the Qualifying Examination admits students to the candidacy of Ph.D. and qualifies students for subsequent stages of degree qualification. Students should register for 42-997, Ph.D. Qualifying Examination, only in the semester when they are taking the Ph.D. Qualifying Examination for the first time, and should not register for any retakes.
2.2.1. **Timetable**

Both Direct-Entry and Advanced-Entry Ph.D. students are required to take the qualifying examination at the beginning of the fourth semester of residence, counting the summer semester. Students who were initially admitted into BME’s M.S. program before transferring to the Ph.D. program may request to take the exam at an earlier date. Fall semester examinations are scheduled by the Department to take place between the week before classes begin and the end of the second week of classes. Spring semester examinations are scheduled by the Department during the first and/or second week of classes. The Ph.D. Qualifying Examination can be postponed for one semester and be taken at the beginning of the fifth semester due to unforeseen circumstances (e.g. student illness or switching research advisor). The petition should be sent to the GAC for further approval/disapproval.

2.2.2. **Examination Committee**

The Ph.D. Qualifying Examination Committee consists of three BME core, courtesy, or adjunct faculty members as appointed by the GAC, with at least one being knowledgeable in the general area of examination topics. The advisor must participate in the examination as a silent observer. The advisor may send suggestions of committee membership to the GAC Chair for consideration. However, the GAC is under no obligation to honor the recommendation.

2.2.3. **Written Document**

The written document for the Ph.D. Qualifying Examination is based on the research performed since the student entered the Ph.D. program. An electronic version of the document must be submitted to the Graduate Program Administrator and all the committee members two weeks before classes begin. Printed documents should be delivered at committee member’s request. The student may solicit no more than editorial comments from the advisor. The format for the document is as follows:

- A cover page with the title of the document, the student’s name, the name of the student’s advisor, and an abstract of 300 words or less.
- A maximum of 12 (twelve) single-spaced pages, including tables and figures but not counting the cover page and bibliography, describing the work which the oral presentation is to be based on. The document should include three sections in accordance with the NIH Research Strategy format. They are (1) significance, the background the reader needs to understand the proposed research and its scientific and/or clinical importance; (2) innovation, explaining why the project is innovative; and (3) approach, the methods and results of ongoing research. Brief discussion of future research is appropriate, but the student should avoid attempting to discuss their entire PhD research plan.
- A bibliography of unlimited number of pages. Citations should follow the format of the journal Biomaterials. Students should be prepared to explain to the examination committee why a certain paper is cited.
- Format specifics: letter-size paper, 1-inch margins on top, bottom, right and left, 11-point Arial font, single spacing with no more than 6 lines per vertical inch.

2.2.4. **Oral Presentation and Examination**

The oral examination starts with a 30-minute presentation by the student, followed by up to 45 minutes of Q&A by the Committee. Questions for the examination must be relevant at least in a broad sense to the written document or oral presentation. The student should demonstrate a thorough understanding of the purpose and signifcant of the research, the fundamental principles involved in the research, the literature appropriate to the research, the meaning of the results,
and the broad context of prior work in similar areas. The student should demonstrate complete understanding of the material included in the written document and should comfortably present the materials without reading from the slides or notes. The ability to communicate in written and oral formats will also be assessed.

This examination is not intended to evaluate a research proposal or a project in completion, but to gauge the student’s understanding of basic issues and concepts relevant to any materials included in the written document or oral presentation, as well as the inquisitiveness and general proficiency in logical thinking relevant to the research. Thus, pertinent coursework, its extensions into the research realm, life/medical science issues applicable to the written document, are all appropriate question topics and thus study areas. The advisor and fellow graduate students may participate in the preparation practices.

### 2.2.5. Outcome of the Examination

Following the examination, the student is asked to leave during a brief committee discussion. Deliberation of the outcome of the examination does not take place immediately following the examination, but during a subsequent faculty meeting when the committee members present their observations and recommendations to all the faculty members for a consensus decision of Pass, Retake, or Fail.

The evaluation process requires each committee member to assign a score, on a scale of 1-5 where 1 represents Excellent and 5 Clear Fail, to each of the following aspects and to the overall performance.

- Student can express him/herself well in written form as demonstrated by written report
- Student can express him/herself well in oral form as demonstrated by oral presentation
- Student is poised under pressure as demonstrated by student’s management of Q&A session
- Student clearly understands project
- Student clearly understands the relevant science & engineering background
- Student can set project in the context of what has been done by others
- Student is productive
- Student understands results/expected results
- Student can go beyond the surface level in explaining phenomena
- Student can see the path forward

The advisor may inform their advisees of the final decision after the faculty meeting. An official summary feedback prepared by the Chair of the Qualifying Examination Committee will be sent to the student. The grade for 42-997, Ph.D. Qualifying Examination, is entered as Passing (S or P) for students who receive a Pass, or Incomplete (I) for students who receive a Retake or Fail. Depending on the decision of the student to or not to retake the examination or the outcome of the retake, the grade of Incomplete is changed to either Passing (S or P) or Not Passing (N).

### 2.2.6. Recourse Upon Failure

A student is permitted to retake the examination within one semester if the initial examination receives a decision Retake or Fail, with the timing determined by the faculty. The student may revise the written document and oral presentation as appropriate for the retake, or elect to change the topic. Oral presentation for the retake may be shortened if it remains largely unchanged. In most cases there is no change in committee membership for the retake.

If the student is unsuccessful in the retake, he/she may be offered the option of pursuing a Research-Option M.S. degree with the consent of advisor. To facilitate this transition, tuition and stipend support as administered by the Department will continue, but possibly at a reduced level (see Section 1.3.2). If the student cannot complete all of the requirements for a terminal M.S. degree after up to one semester of provisional funding, he/she may continue the M.S. training with
the consent of the advisor but without financial support. Alternatively, students who fail the retake may pursue the Practicum-Option M.S. degree, with the immediate termination of tuition support administered by the Department. The stipend ends the month after the student fails the retake. Any outstanding balance due the University may be deducted from the student’s final stipend.

If a student is does not wish to retake the examination, any tuition support administered by the Department ends immediately and the stipend ends the month after the student fails the examination. Any outstanding balance due the University may be deducted from the student’s final stipend.

2.3. **Ph.D. Proposal Examination**

The Ph.D. Proposal Examination represents the second stage of qualification towards a Ph.D. degree. The student should regard the Ph.D. Proposal Examination as both a test of preparedness to complete the Ph.D. research and an opportunity to receive early input from the prospective Ph.D. Thesis Committee on the proposed research. Assessments include the knowledge necessary for conducting the research, a clear conception of the scope of the work, and familiarity with the methods involved. Students should register for 42-998, Ph.D. Proposal Examination, only in the semester when they plan to take the examination for the first time, and should not register for any retakes.

2.3.1. **Timetable**

The Ph.D. Proposal Examination occurs when a student has completed around one third of the Ph.D. research, which amounts to approximately one chapter in the body of a typical Ph.D. thesis. It is the responsibility of the student and the advisor to ensure that the Proposal Examination take place at this strategic juncture. In all cases the examination must be **PASSED** before the end of the ninth semester for Direct-Entry students, or the end of the eighth semester for Advanced-Entry students. The student is advised to start scheduling the examination several months before the desired date, taking into account the possibility of a scheduling delay or retake in relation to the above deadline.

2.3.2. **Ph.D. Proposal Committee**

Students should consult the advisor to identify suitable members for the Ph.D. Proposal Committee, which typically also serves as the Ph.D. Thesis Committee. Unlike the Ph.D. Qualifying Examination Committee, the Ph.D. Proposal Committee is assembled by the student and advisor. The student must contact prospective members to seek their consent to serve on the committee. The Ph.D. Proposal Committee consists of:

1. Student’s advisor, who serves as the chair of the committee, plus a minimum of two members from the BME core or courtesy faculty.
2. One member from outside the BME Department, who may be within or outside CMU. Adjunct faculty members may count as either departmental or outside members.

2.3.3. **Written Document**

An electronic version of the proposal must be submitted to the Graduate Program Administrator and all the committee members two weeks before the Proposal Examination. Printed documents should be delivered at committee member’s request. Discussions between the student and the advisor are allowed during the preparation of both the written document and oral presentation.
The written document for the Ph.D. Proposal Examination should define the thesis problem and include an outline for the plan of attack, which the student should be prepared to defend. While the outcomes of an investigation may be difficult to predict, the student should be aware of possible scenarios and contingencies, and address the necessary research alternatives. An organizational table outlining the time allotted to various facets of the problem is helpful. The document follows the format of the standard NIH R01 grant application:

- Thirteen pages is the upper limit for the proposal document including one page of Specific Aims and twelve pages for the research strategy (see below). Figures, tables and references do NOT count towards the 12-page limit, unlike the NIH format where only references are not counted.

- The document should be in Arial, Helvetica, Palatino Linotype, or Georgia typeface, with a black font color and a font size of 11 points or larger. A Symbol font may be used to insert Greek letters or special characters, following the same font size requirement. Type density, including punctuation marks and spaces, must be no more than 15 characters per inch. Type may be no more than six lines per inch. Use letter paper size (8 ½" x 11"), with at least one-half inch margins (top, bottom, left, and right) for all the pages. Use only a standard, single-column format for the text.

- Sections (adapted from NIH SF424 R&R/PHS 398 Version B):

  A. Specific Aims: State concisely the goals of the proposed research and summarize the expected outcome(s), including the expected impact of the results on the research field(s) involved. List succinctly the specific objectives of the research proposed, e.g., to test a stated hypothesis, create a novel design, solve a specific problem, challenge an existing paradigm or clinical practice, address a critical barrier to progress in the field, or develop a new technology. Specific Aims are limited to one page.

  B. Research Strategy: Organize the Research Strategy in the order of execution and following the instructions below. Start each section with the appropriate section heading – Significance, Innovation, Approach. Cite published experimental details in the Research Strategy section and provide the full reference in the Bibliography and References Cited section. Research Strategy is limited to twelve pages.

    a) Significance

    - Explain the importance of the problem or the critical barrier to progress in the field that the proposed project addresses.
    - Explain how the proposed project will improve scientific knowledge, technical capability, and/or clinical practice in one or more broad fields.
    - Describe how the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field will be changed if the proposed aims are achieved.

    b) Innovation

    - Explain how the application challenges and seeks to shift current research or clinical practice paradigms.
    - Describe any novel theoretical concepts, approaches or methodologies, instrumentation or interventions to be developed or used, and any advantage over existing methodologies, instrumentation, or interventions.
    - Explain any refinements, improvements, or new applications of theoretical concepts, approaches or methodologies, instrumentation, or interventions.

    c) Approach

    - Describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project. Include how the data will be collected, analyzed, and interpreted.
    - Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the aims.
• If the project is in the early stages of development, describe any strategy to establish feasibility, and address the management of any high-risk aspects of the proposed work.
• Point out any procedures, situations, or materials that may be hazardous to personnel, and precautions to be exercised.
• Discuss the preliminary studies and data pertinent to this project. Preliminary data can help to establish the likelihood of success of the proposed project.

2.3.4. Oral Presentation and Examination

The student and advisor should establish a date and time for the examination and inform the Graduate Program Administrator, who may assist with the reservation of a conference room. The student should also inform the Graduate Program Administrator of the proposed thesis title and the committee membership, for the preparation a yellow signature card that the student should collect before the examination.

The examination consists of an open and a closed part. The open part starts with a 45-minute presentation by the student, based on the written document, followed by 15 minutes of Q&A with the audience. The closed part is reserved for up to 45 minutes of Q&A with the committee, followed by a committee-only deliberation. Unlike the Ph.D. Qualifying Examination, the advisor participates actively in the entire process. A decision is typically reached by the Committee without the involvement of the rest of the BME faculty, and is conveyed to the student immediately after the deliberation.

2.3.5. Outcome of the Examination

The outcome of the Ph.D. Proposal Examination is a Pass/Retake/Fail decision by the Committee. The grade for 42-998, Ph.D. Proposal Examination, is entered as Passing (S or P) for a Pass, or Incomplete (I) for a Retake or Fail. Depending on the outcome of the retake and/or the decision of the student to retake or not to retake the examination, the grade of Incomplete is then changed to either Passing (S or P) or Not Passing (N).

Students who pass the examination should promptly bring the following to the Graduate Program Administrator:
- The signature card with committee members’ signatures.
- A completed ABD form.
- Updated Ph.D. Completion Worksheet (available at the Graduate Student Portal site).

2.3.6. Recourse upon Failure

The Ph.D. Proposal Committee may reach a Fail decision if it perceives significant weaknesses in knowledge and/or a low probability for scholarly contributions in the proposed area.
- If the Ph.D. Proposal Committee reaches a decision of Retake, financial support administered by the Department may continue at the normal level subject to approval by the advisor, until the deadline for the completion of the Ph.D. Proposal Examination as specified in Section 2.3.1.
- If the Ph.D. Proposal Committee reaches a decision of Fail, the student must terminate the Ph.D. training. Financial support administered by the Department may continue at the discretion of the GAC but not beyond the semester of the Fail decision.
- Failure to take or retake the Ph.D. Proposal Examination by the deadline is designated as a Fail. The student may petition the GAC under unusual circumstances such as serious illness.
- Students who fail the Ph.D. Proposal Examination may receive a Research-Option M.S. degree if he/she has fulfilled all the requirements by the end of the semester of the Fail decision. No extension is allowed.
2.4. **Ph.D. Thesis Assessment Meeting**

The student should keep the Ph.D. Proposal/Thesis Committee abreast of the development after passing the Ph.D. Proposal Examination, soliciting periodic committee meetings in consultation with the advisor. At the minimum, one meeting, referred as the Thesis Assessment Meeting, must be scheduled with the Ph.D. Thesis Committee within 6 months of the intended defense date, to review the progress, seek input on the completion of research, and set a timeframe for the thesis defense. The student is responsible for coordinating the Thesis Assessment Meeting. The meeting may follow any format deemed productive for evaluating the progress. The meeting should lead to a consensus on the timeframe for thesis defense and any additional research to be completed beforehand.

Additional meeting(s) is required if this timeframe is determined as more than 6 months away. The student must file a report, using a posted form, after the meeting if the timeframe for thesis defense is confirmed as within 6 months. A limited grace period may be granted upon petition to the GAC if thesis defense cannot take place within 6 months, e.g. due to scheduling difficulties. Otherwise a new meeting must be organized.

Consistent with the grievance policy (Section 1.6), students may contact the Department Head or the GAC Chair if they experience unusual obstacles in arranging the Thesis Assessment Meeting, or if the requests from the meeting appear unreasonable. The student may request that a GAC representative be present at the meeting as an observer.

2.5. **Ph.D. Dissertation and Thesis Defense**

The Ph.D. Dissertation is the capstone of the Ph.D. research experience and a key requirement for the Ph.D. degree. Students should register for 42-999, Ph.D. Thesis Defense, only in the semester when they are taking the defense for the first time. Since it is an official record of work and achievements, there are special College of Engineering guidelines for its preparation and approval as described below.

The Ph.D. Dissertation must embody the results of extensive research, be an original contribution to knowledge, and include materials worthy of publication. It should demonstrate the candidate's ability to conduct an independent investigation, to logically interpret facts and phenomena revealed by the research, and to abstract principles upon which predictions and/or further developments can be made.

2.5.1. **Timetable**

The time limit for the Ph.D. Thesis Defense is defined in Section 1.1.2, while the time limit for the financial support administered by the Department is governed by the separate Statute of Limitations for Financial Support (see Section 3.1.2). The student is encouraged to contact members of the Ph.D. Thesis Committee, to set the date of the Ph.D. Thesis Defense well in advance of the desired date and settle on a block of three hours.

2.5.2. **Ph.D. Thesis Committee**

In most cases, the Ph.D. Thesis Committee is the same as the Ph.D. Proposal Committee (Section 2.3.2). Changes in membership are allowed with the approval of the advisor, but must remain compliant with the guidelines for the Ph.D. Proposal Committee.
2.5.3. Ph.D. Dissertation

The standards for the Ph.D. Dissertation, including the format for the title page, are set by the College of Engineering and described at the College of Engineering Ph.D. policies site. Students who have been supported by an external fellowship or research grant must acknowledge the support and include the grant number(s) in the Acknowledgements section. In case of self-funding it should be stated as well. A copyright page should be as the second page that has “copyright (c) 20XX, YOUR NAME” (where 20XX is the year of graduation) on the page. An electronic version of the Ph.D. Dissertation must be submitted to all the committee members at least two weeks before the Ph.D. Thesis Defense. Printed document should be delivered upon the request of committee members.

2.5.4. Ph.D. Thesis Defense

The Ph.D. Thesis Defense is the opportunity for the student to highlight his/her accomplishments in an open forum and to address questions from the Ph.D. Thesis Committee and the public. The presentation should state the motivation of the research, justify the conclusions with the results, and put the accomplishments in the broad context of biomedical engineering. The student must demonstrate that the accomplishments are original and meet international standards of excellence.

All committee members must participate in the Ph.D. Thesis Defense and at most one member may participate via teleconferencing. The student should reserve an appropriate room with the help of the Graduate Program Administrator, and provide the Graduate Program Administrator with a title and abstract for the Dissertation and names of committee members at least two weeks prior to the Thesis Defense. Any other materials required for the Ph.D. Thesis Defense must be coordinated beforehand with the Graduate Program Administrator. Food or drink may be provided as appropriate by the student.

The Graduate Program Administrator will prepare and distribute an announcement to the CMU community. The student should obtain a signature card from the Graduate Program Administrator before the Ph.D. Thesis Defense for collecting committee signatures upon successful completion of the Defense.

The Ph.D. Thesis Defense has two parts. The first part is a 45-minute presentation by the student, followed by a Q&A session with the audience and committee, which may last for up to two hours. Both parts of the examination are open to the public. The committee then conducts a closed deliberation on the outcome. The student will be informed of the decision immediately afterwards.

2.5.5. Recourse Upon Failure of Ph.D. Thesis Defense

Failure of the Ph.D. Thesis Defense is dealt with by the GAC on a case-by-case basis.
2.5.6. Final Preparation of the Dissertation

The following table shows the due dates for the submission of Ph.D. Dissertation to the Ph.D. Thesis Committee, the BME departmental Office, and the College.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Initial Document to the Thesis Committee</th>
<th>Final Document to the BME Office</th>
<th>College of Engineering Deadline, for Graduation in the Current Semester</th>
<th>College of Engineering Deadline, for Graduation in the Following Semester without Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>At least two weeks prior to the Ph.D. Thesis Defense</td>
<td>At least one week before the College of Engineering Deadline, but no more than two weeks after the defense.</td>
<td>Final Grades Due date</td>
<td>End of January</td>
</tr>
<tr>
<td>Spring</td>
<td></td>
<td></td>
<td>10 days before the final Grades Due date</td>
<td>NA</td>
</tr>
<tr>
<td>Summer</td>
<td></td>
<td></td>
<td>Final Grades Due date</td>
<td>End of September</td>
</tr>
</tbody>
</table>

Submission to ProQuest and Research Showcase is required for all the students submitting a dissertation. Student should go to the ProQuest ETD webpage, select the orange “Sign up and get started today!” button (middle of the screen), search for Carnegie Mellon University College of Engineering, and fill out the required login information. The site will then issue an email with the credentials for entry into the site. Fill out the thesis information after entering the received credentials into the ProQuest ETD webpage. Students will be offered the option to allow Campus Access only for Research Showcase.

The format of the finalized dissertation including the signature, title, and abstract pages must follow exactly the College of Engineering Dissertation Standards. The student should collect the signature(s) of the advisor for the signature pages before submitting the PDF file of the dissertation, the signature pages, the abstract pages, and the title pages to the Graduate Program Administrator, who will collect the signatures of the Department Head and the Dean on the signature page for submission to the University. See Section 2.5.7. Students are also required to complete an online Survey of Earned Doctorates and fill out a thesis checklist, confirming they understand formatting requirements and stating their copyright decision. See Section 2.5.7.

BME Department will provide the student and advisor(s) each with one bound hardcopy of the dissertation free of charge. Additional copies may be ordered at the cost of the student or advisor. It is the responsibility of the student to inform the Graduate Program Administrator of the number of bound hardcopies desired. These copies may follow an alternative format, with a PDF file provided by the student. Copies of bound dissertation will be mailed to the address provided by the student.

If the submission of Ph.D. Dissertation is not completed in time for the current semester, the student must register for the following semester. Tuition charge will be credited in full if the student is on official ABD status and if the Ph.D. Dissertation is submitted to College of Engineering near the beginning of the following semester, as specified in the table above.

Students returning from ABS must register for at least five units for the semester of graduation. International students should consult the Graduate Program Administrator and/or the Office of International Education to ensure the maintenance of a legal visa status.

2.5.7. Ph.D. Dissertation Preparation and Submission Checklist

- Send Ph.D. Dissertation to members of the Ph.D. Thesis Committee at least 2 weeks prior to the examination.
Email the Graduate Program Administrator the title and abstract of the Ph.D. Dissertation, the names of the Ph.D. Thesis Committee members, and the time and date of the Ph.D. Thesis Defense at least 2 weeks prior to the examination.

Obtain the signature card from the Graduate Program Administrator before the Ph.D. Thesis Defense. Collect the signatures after the examination if the Thesis Defense is successful.

Complete any revisions as recommended by the Ph.D. Thesis Committee. Ensure the dissertation is compliant with the College of Engineering Dissertation Standards. All dissertations must include an Acknowledgments section, which must describe membership of the Thesis Committee and source(s) of support for the research, even if it is self-support.

Have the advisor sign one copy of the signature page.

Complete the Survey of Earned Doctorates and retain completion confirmation

Fill out a thesis checklist, confirming they understand formatting requirements and stating their copyright decision

Send the following to the Graduate Program Administrator:
  - A digital copy of the finalized dissertation as a single PDF file, via email or in a memory device
  - A digital copy of the title page
  - A digital copy of the abstract
  - One hardcopy of the signature page, with the original signature of the advisor(s)
  - The signature card signed by members of the Ph.D. Thesis Committee
  - A thesis checklist, confirming a student understands formatting requirements and stating a copyright decision
  - Information with the number of copies of bound dissertation to be ordered
  - Payment as applicable, for additional bound dissertation
  - The address for shipping bound dissertation
  - Confirmation of the completion of Survey of Earned Doctorates

2.6. **CHECKOUT PROCEDURE**

Before leaving CMU, the student should:

- Follow the Departure Procedures posted by Environmental Health & Safety if the student was involved in the use of hazardous materials.
- Leave forwarding address, which may be home or work address, and name of the employer, for the Graduate Program Administrator. Ph.D. students may place the information on the yellow signature card.
- Return the keys and the CMU ID to the Graduate Program Administrator.
- Check with Student Health Services regarding arrangements upon graduation.
- Make sure any outstanding balance is cleared through SIO; the degree will be put on hold until this is done.
- Log onto the Commencement website through SIO and check for preferred name and address information – this will determine where the diploma is sent and what the name will look like on the diploma.
- Complete the survey sent by Career & Professional Development Center.
3. FINANCIAL POLICIES

3.1. **FINANCIAL SUPPORT (FOR STUDENTS RECEIVING FINANCIAL SUPPORT ONLY)**

Ph.D. students will be provided continued support for the duration specified in the admission offer letter (through a Research Assistantship, Teaching Assistantship or fellowship), subject to successful progress evaluated each semester (see Section 1.4). This financial support is typically terminated at the end of the month when the student successfully defends his/her Ph.D. thesis. Ph.D. students with externally administered financial support may receive partial support from the Department. Some M.S. students may receive partial financial support.

3.1.1. **SETTING UP TO RECEIVE FINANCIAL SUPPORT**

Students receiving financial support will have a position set up in the university’s Workday human resources system and will receive a checklist of onboarding tasks from the CMUWorks Service Center. These tasks must be completed promptly in order to begin receiving payments. One critical onboarding task is the completion of the Form I-9, which verifies an individual’s eligibility to be employed by the university. Section 1 of Form I-9 should be completed online with Workday before the starting date. Students must then bring original documents that demonstrate employment eligibility to visit the CMUWorks Service Center located at 4516 Henry Street, Pittsburgh, PA 15213, Monday-Friday, 8:30 a.m. - 4:30 p.m., to allow a Service Center team member to complete the Section 2 of Form I-9 as soon as possible. More detailed information for new students can be found at [New Students](https://www.cmuhq.cmu.edu/newstudents) page of the website for CMUWorks.

A critical task for international students is to obtain a U.S. Social Security Number (SSN). Students without an SSN should contact the Associate Business Manager, who will help with the application process.

Department-administered financial support for Ph.D. students is provided in the form of a stipend payment, distributed on a semi-monthly payment schedule. Partial financial support in the form of Teaching Assistantships for M.S. students is paid as compensation for services, also on a semi-monthly payment schedule. Other forms of partial support may be posted directly to the student’s account on a semester basis. Workday may be used for setting up a bank account for receiving the payment. It is also crucial for students to keep their address information up-to-date in [SIO](https://www.sio.cmu.edu), because the data feed into the Workday system for managing the payment.

3.1.2. **STATUTE OF LIMITATIONS FOR FINANCIAL SUPPORT (FOR PH.D. STUDENTS ONLY)**

In addition to the Statute of Limitations for meeting degree requirements (see Section 1.1.2), BME has a separate policy to govern the maximal period for a Ph.D. student to receive financial support. The statute of limitations for financial support for Direct-entry Ph.D. students is fourteen (14) semesters of full-time residence with summers counting as semesters (equivalent to one semester short of 5 calendar years). The statute of limitations for financial support for Advanced-Entry Ph.D. students is twelve (12) semesters of full-time residence with summers counting as semesters (equivalent to 4 calendar years). In all cases, continuation of financial support is dependent upon satisfactory progress, evaluated through the Ph.D. Performance Review process (Section 1.4).

It is recognized that the time required to complete a PhD project can be variable and difficult to predict. Thus, the statute of limitations is established to encourage students and their advisors to progress efficiently through the Ph.D. program, rather than to set a prescribed amount time to complete the PhD education. Students and advisors must balance the period of Ph.D. education against the expectation to produce a complete and high-quality dissertation—as a significant contribution to the field. GAC readily accepts reasonable justifications for additional time required beyond the periods specified above.

At least two weeks before the expiration of the Statute of Limitations for financial support, the student and advisor must jointly submit the [Application for Financial Support Beyond Statute of Limitations](https://www.cmuhq.cmu.edu/apply-for-financial-support) to the GAC to justify why additional
funds should be provided. If approved, funding will be provided one semester at a time such that the student must submit a new petition each semester for further support. Students who lose financial support may petition for reduced tuition (Section 1.1.3) or finishing the degree in absentia (Section 1.1.4).

3.1.3. Conference Funding

Conference Funding is a funding application process provided by GSA and the Provost’s Office for students and student work group to attend a conference, whether as a participant or as a presenter. The process is managed by the Graduate Education Office. Students can find more information about the application process and deadlines at: https://www.cmu.edu/graduate/professional-development/index.html.

3.2. Payment of Tuition and Health Insurance

Tuition and required fees are charged to student accounts before the start of each semester. Students do not pay summer tuition for research/practicum courses such as 42-792, 42-890, 42-990, and various 0-unit graduate milestones. Other courses taken during the summer will invoke tuition.

For Ph.D. students under departmental support, automated semi-monthly payments are made by the department toward the tuition and Technology Fee, which decrease the balance incrementally over the course of the academic year. Any remaining balance on the student account reflects unpaid health insurance and other incidental charges such as library fines and health services visits, all of which are the responsibility of the student to settle with The HUB. Failure to do so will lead to enrollment status problems, possibly keeping the student from registering for courses. Therefore, supported students should routinely review their student accounts and contact the BME Business Manager promptly to resolve any discrepancies.

Each year, students must either enroll in the CMU Student Health Plan or apply for a waiver, verifying that they already have insurance that meets the University’s requirements. An insurance waiver must be filed if the student is covered as a dependent elsewhere. The enrollment year for health insurance runs from August 1st through the following July 31st. Full-time students who do not file an insurance waiver or enroll for a specific plan are automatically charged for an Individual plan. The premiums for various options of health, dental, and vision insurance, together with details of coverage, are listed at the University Health Service site.

3.3. Policies on Employment, Fellowships, Internships and Vacations

3.3.1. Policy on Employment outside the Department

Full-time Ph.D. and Research-Option M.S students are expected to devote full effort to their graduate studies, since coursework and research projects are planned to completely occupy their time. They are therefore requested to avoid outside employment. Practicum-Option M.S. students who are not receiving any financial support from the BME Department may accept employment within or outside of the CMU community without permission.

In exceptional cases, there may be outside consulting or employment opportunities that provide helpful experience complementary to graduate training, in addition to financial remuneration. Before assuming such commitments, including those within CMU, Ph.D. and Research-Option M.S students must seek prior approval from both their academic advisor and the Department Head. In addition, all graduate students who receive BME Department-administered financial support including Teaching Assistantship must obtain approval from the Department Head. The Department may adjust the amount of financial support if the employment is deemed as affecting the student’s departmental commitment.
3.3.2. **Policy on External Fellowships**

A student receiving any kind of fellowship that is not administered through the BME Department must notify the Department of such support through the Graduate Program Administrator. The Department may make appropriate adjustments to the departmental financial support to maintain equitable treatment of students. This does not apply to financial awards provided by family or prior investments.

3.3.3. **Policy on Internships**

Internships often provide students with unique training and employment opportunities. Research-Option M.S. students are permitted to accept paid or unpaid internships during summer months with the advisor’s permission. Ph.D. students are permitted to accept paid or unpaid internship opportunities during either summer months or academic year, with the permission of advisor and GAC with a petition sent through the Graduate Program Administrator. After receiving the permission and finalizing the arrangement, the Ph.D. student should inform the Graduate Program Administrator of the position and any financial support, so that departmental financial support may be adjusted as necessary. International students must consult with OIE and complete appropriate paperwork to maintain legal visa status. Students should register for 42-792, Extramural Practicum, before participating in an internship.

3.3.4. **Policy on Vacation Time**

Students receiving full financial support through the BME Department are expected to continue with their research during academic breaks, including summer months, with the exception of official University holidays*. Such support does not include paid time off for personal business or vacations. Students who intend to take a vacation for up to two weeks must seek prior approval from the advisor and possibly make up the work. Students wishing to take longer periods of personal time off must do so without receiving financial support and must seek prior approval from their advisor at least four weeks prior to the planned departure except for emergencies. The student must then inform the Graduate Program Administrator, who will coordinate an appropriate adjustment of the stipend. International students must consult with OIE before planning any extended vacation to ensure legal visa status and/or re-entry into the U.S.

*University Holidays:
- New Year’s Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Day before Christmas
- Christmas Day
- Day before New Year's Day
4. FACILITIES, SERVICES AND SAFETY PROCEDURES

4.1. BME DEPARTMENT FACILITIES AND SERVICES

4.1.1. EQUIPMENT AND SUPPLIES

The BME Department is open from 9:00 a.m. to 4:00 p.m., Monday through Friday during the academic year, to assist students. During these hours copiers in the office may be used by graduate students for limited research or teaching purposes. Personal or high-volume copying/printing may be done using the Tartan Ink Center in the Cohon University Center.

Office supplies are not provided for student use. Supplies necessary for the student’s research should be either provided by the advisor or the student. Most items may be found at the University Store or Computer Store located in the Cohon University Center.

4.1.2. STUDENT DESK SPACE

Desk space is guaranteed to full-time Ph.D. graduate students. When receiving a key to the office, the student should not, under any circumstances, pass on or lend the keys to anyone else including students in the same group. The student is responsible for the keys issued and a record is kept in the student’s file until all keys are returned. At the termination of the studies, the student should return all keys to the Graduate Program Administrator or the appropriate facilities manager.

Since only the most basic janitorial services are provided in most buildings, students receiving desk space are responsible for keeping the space in good order by performing housekeeping chores as needed. The Department may revoke desk assignment upon persistent negligence. Tasks related to building facilities may be performed by maintenance crew only, and non-emergency maintenance requests should be managed through the advisor. For an emergency repair after hours, students may call the Service Response Center directly at x8-2910 or Security at x8-2323. The Service Response Center manages emergency requests only.

More information about BME space is available on:

4.1.3. PHONE AND MAIL

Campus calls may be made by dialing 8 + the 4-digit extension (denoted x8-XXXX). Students should coordinate with the advisor for external business calls, which may be made by dialing 9 followed by the full telephone number.

There are separate boxes in the departmental office for outgoing campus mail and outgoing stamped mail. The student is responsible for the postage for personal mail. Mail is delivered and picked up at the departmental office during weekdays before 10 a.m. Deliveries of courier services such as UPS may arrive anytime during weekdays. The Department or building staff will notify students for the arrival of packages, which should be picked up immediately. The packing slip should be sent to the Administrative Assistant if it is to be charged to the Department. To send packages for business, the student should make arrangements with the advisor and designated Administrative Assistant. For postal service of personal matters, there is a U.S. Post Service branch on the lower level of the Cohon University Center.
4.1.4. **TRAVEL**

Students planning to travel for departmental business, with the advisor’s consent, may make travel arrangements through the departmental Buyer and charge the costs to the Department. Upon completion of the trip, the student must promptly contact the designated BME Administrative Assistant to file the necessary report.

4.1.5. **CHANGE OF ADDRESS**

BME graduate students are responsible for notifying the Department and HUB of all address 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: http://www.cmu.edu/hub/index.html

4.2. **CAMPUS FACILITIES AND SERVICES**

4.2.1. **ID CARDS**

http://www.cmu.edu/idplus/idcards/index.html (x8-5224)

Student IDs are necessary for many university services including the use of athletic facilities, the purchase of meal plans, the admission to special events, etc. Courtesy cards are available for spouses for a fee. Students need to visit The HUB to pick up their ID Card.

4.2.2. **COMPUTER SERVICES**

http://www.cmu.edu/computing/ (x8-4357)

Each student is assigned an Andrew account upon matriculation from CMU’s computing services. The Andrew account and password are used for email, Internet access, and logging on to many university computers. Students are strongly urged to protect the security of their Andrew account.

4.2.3. **DINING SERVICES**

http://www.cmu.edu/dining (x8-8090)

A dining plan can be purchased through CMU by accessing CMU Dining Services. Some of the locations include: The Cohon University Center, Resnik Hall, food carts scattered around campus, including Wean Hall, Newell-Simon Hall, GSIA, and the Mellon Institute. There are also vending machines for snacks and drinks in various buildings across the campus.

4.2.4. **LIBRARIES**

http://www.library.cmu.edu/ (x8-2444)

Students are invited to use the collections in the Roger Sorrells Engineering & Science Library, Mellon Institute Library and Hunt Library. The library website lists information on online journals and provides service for interlibrary loans. Circulating material may be borrowed by presenting a valid CMU ID card. Members of CMU also have access to the University of Pittsburgh libraries. Online journals from the University of Pittsburgh may be accessed by requesting a one-day login and password at the Hillman Library.
4.2.5. **ATHLETIC FACILITIES**

[http://athletics.cmu.edu/landing/index](http://athletics.cmu.edu/landing/index)  (x8-8551)

Students are welcome to use the athletic and recreational facilities in the Cohon University Center, including the swimming pool, handball courts, weight room, golf room and main gym, as well as the adjacent tennis courts. These facilities may be used during scheduled periods when they are not in use for instructional purposes. A student may be asked to show a CMU ID card for obtaining a permit. There is a charge for use of some facilities.

4.2.6. **COUNSELING & PSYCHOLOGICAL SERVICES**

[http://www.studentaffairs.cmu.edu/counseling/](http://www.studentaffairs.cmu.edu/counseling/)  (x8-2922)

Counseling & Psychological Services (CaPS) affords the opportunity for students to talk privately about issues that are significant for them in a safe, confidential setting. Students sometimes feel confused about why they are feeling upset or about how to deal with an emotional situation. An initial consultation with a CAPS therapist may clarify the options and provide a recommendation to the appropriate mental health resource at CMU or in the larger Pittsburgh community. CaPS services are provided at no cost. There are, however, limits on the number of sessions. Follow-up psychiatric services and off-campus referrals for longer term therapy are at the student’s expense. Appointments can be made in person or by telephone.

4.2.7. **HEALTH SERVICES**

[http://www.cmu.edu/HealthServices/](http://www.cmu.edu/HealthServices/)  (x8-2157)

University Health Services (UHS) is staffed by physicians, advanced practice clinicians, and registered nurses who provide general medical care, immunizations, allergy injections, first aid, gynecological care and contraception, as well as on-site pharmaceuticals. There is a small visit fee to see the physicians and advanced practice clinicians; nurse visits are free of charge. Fees for prescription medications, laboratory tests, diagnostic procedures and referral to the emergency room or specialists are the student’s responsibility. UHS also has a registered dietician and health promotion specialist on staff to assist students 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. It also covers most of the fees for care at Student Health Services. Graduate students should contact UHS to discuss options for health insurance for spouses, domestic partners and dependents. Appointments can be made by visiting UHS’s website or by telephone.

4.2.8. **PARKING & TRANSPORTATION FACILITIES**

[http://www.cmu.edu/parking/](http://www.cmu.edu/parking/)  (x8-2052)

CMU Parking & Transportation Services manage parking passes and issue fines for parking violations. Many of the local streets near the campus have parking limited to residents.

4.2.9. **UNIVERSITY POLICE**

[http://www.cmu.edu/police/](http://www.cmu.edu/police/)  (x8-2323 for emergency only; x8-6232 for non-emergency)

The University Police Department is located at 300 South Craig Street, Room 199 (entrance is on Filmore Street). The department’s services include police patrols and call response, criminal investigations, shuttle and escort services, fixed officer and foot officer patrols, event security, and crime prevention and education programming. Its website contains
additional information about the staff, escort and shuttle, emergency phone locations, crime prevention, lost and found, finger print services, and annual statistic reports.

CMU publishes an annual campus security and fire safety report describing the policies related to security, alcohol and drug abuse, sexual assault, and fire safety. The report also contains statistics about the number and type of crimes committed on the campus and the number and cause of fires in campus residence facilities during the preceding three years. The report is accessible online at http://www.cmu.edu/police/annualreports and available upon request by contacting the University Police Department.

4.2.10. 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 policy can be viewed in its entirety at: http://www.cmu.edu/policies/documents/SA_SH.htm. If you have been impacted by any of these issues, you are encouraged to make contact with any of the following resources:

- Office of Title IX Initiatives, http://www.cmu.edu/title-ix/, 412-268-7125, tix@cmu.edu
- University Police, 412-268-2323
- University Health Services, 412-268-2157
- Counseling & Psychological Services, 412-268-2922

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

4.2.11. MATERNITY ACCOMMODATION PROTOCOL

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

Students whose anticipated delivery date is during the course of the semester may consider taking time away from their coursework and/or research responsibilities. All female students who give birth to a child while engaged in coursework or research are eligible to take either a short-term absence or formal leave of absence. Students in 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 Absence. Continued academic stipend funding may be extended by two (2) weeks, for a total of eight (8) weeks, if an absence longer than six weeks is medically necessary. To receive this support students must be registered with the Office of the Dean of Student Affairs for a Maternity Accommodation.
4.2.12. Publications and Web Resources

The following regular CMU communications are available online or at the information desk in the Cohon University Center.

- **Tartan**: The CMU student weekly publication that highlights campus activities such as athletic schedules and scores, lectures, seminars, meetings, concerts, and art exhibits.
- **Handshake**: CMU online recruiting system through Career and Professional Development Center.
- **CMU Event Calendar**: A listing of current campus events (plays, concerts, recitals, seminars, etc.) and local events of special interest to the academic community.
- **8½ x 11 News**: A single-sheet weekly update of news about campus events.
- **The Word**: The Word is CMU’s student on-line handbook and is considered a supplement to departmental and college handbooks. The Word contains campus resources and opportunities, academic policy information and resources, community standards information and resources. It is designed to provide all students with the tools, guidance, and insights to help you achieve their full potential as a member of the CMU community.

4.3. Safety Procedures

What follows is a brief summary of Safety Practices and Procedures. All students working in laboratories must receive appropriate laboratory safety training. See the CMU Environmental Health & Safety website for details. Upon entering a laboratory, students should familiarize themselves with the safety features available in case of emergency and pay attention to the locations of:

- Fire extinguishers, their type and method of operation and fire escape routes
- Emergency eyewash fountains and safety showers
- Emergency telephone contact (to report a fire or other emergencies call x8-2323)
- Nearest emergency exit

The student should talk to the advisor about the acquisition or replacement of safety equipment if he/she feels that additional safety equipment is needed or the existing equipment is not working properly. Students should follow all the laboratory safety procedures as established by the Department or CMU. The following safe practices should be observed in the laboratory at all times. Repeated violation may lead to dismissal from the laboratory.

- Use of proper eye protection as required by CMU safety rules
- No eating, drinking, applying cosmetics, or wearing of ear buds in the laboratory
- No wearing of open-toe shoes in the laboratory

4.3.1. Working Alone

Working in a laboratory alone can be hazardous particularly for students who have not been fully trained. All students must obtain permission from the research advisor and file a form with the Environmental Health & Safety before he/she is allowed to work alone in the laboratory. When working alone outside the hours of 7 a.m. to 10 p.m., Monday through Friday, the student is recommended to arrange periodic checks with the Security (x8-2323), to help in dealing with any emergency situations as well as in discouraging potential assailants.

4.3.2. Operating Equipment and Using Chemicals

The student must receive instructions in operating machinery or equipment by a qualified person such as the advisor or senior laboratory technician/researcher. The student should never use a piece of equipment without the permission of the person responsible. Hair and loose clothing (ties, sleeves, etc.) must be secured when working around moving
machinery. All chemicals must be properly identified, stored, and disposed. Students who have used hazardous materials must follow the closeout procedures before leaving or graduating from CMU.

The student must pay attention to telephone numbers of the laboratory supervisor and personnel designated as emergency contact, in addition to any other pertinent information regarding the operation and shutdown of equipment as posted inside the laboratory. Equipment for which failures can result in a fire, spill of material, explosion, or flood must be attended at all times or provision made for periodic inspections.
5. APPENDIX A: UNIVERSITY RESOURCES FOR GRADUATE STUDENTS AND THE WORD, STUDENT HANDBOOK

5.1. KEY OFFICES FOR GRADUATE STUDENT SUPPORT

5.1.1. 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. Our goals are to support, advise and guide individual graduate students as they work to complete their degrees and to provide resources which will enhance their professional development experience.

Resources offered through the Graduate Education Office include but are not limited to:

- Website with university resources, contact information for CMU programs and services, calendar of events related to graduate students
- Bi-monthly 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 all issues related to the graduate student experience

The Graduate Education Office is directed by Suzie Laurich-McIntyre, Ph.D., Assistant Vice Provost for Graduate Education, who offers personalized consultations with graduate students to support their academic success, connects them with relevant resources, and clarifies university level policies.

The Graduate Education Office also works with the colleges and departments by informing and assisting in forming 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 our graduate students’ advancement.

5.1.2. 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 following offices and departments (not an exhaustive list):

- Athletics, Physical Education and Recreation
  - Career and Professional Development Center (CPDC)
  - Center for Student Diversity and Inclusion
  - Cohon University Center
  - Counseling & Psychological Services (CaPS)
  - Dining Services
  - Office of Community Standards and Integrity (OCSI)
  - Office of Student Leadership, Involvement, and Civic Engagement (SLICE)
- University Health Services (UHS)
- Wellness Initiatives

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.

The Office of Community Standards and Integrity provides consultation, support, resources and follow-up on questions and issues related to Academic Integrity: [https://www.cmu.edu/student-affairs/ocsi/students/index.html](https://www.cmu.edu/student-affairs/ocsi/students/index.html).

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.

### 5.1.3. CENTER FOR STUDENT DIVERSITY & INCLUSION

[https://www.cmu.edu/student-diversity/](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

### 5.1.4. ASSISTANCE FOR INDIVIDUALS WITH DISABILITIES


The Office of Disability Resources at Carnegie Mellon University has a continued mission to provide physical and programmatic campus access to all events and information within the Carnegie Mellon community. We work to ensure that qualified individuals receive reasonable accommodations as guaranteed by the Americans with Disabilities Act (ADA) and Sections 503 and 504 of the Rehabilitation Act of 1973. Students who would like to receive accommodations can begin the process through [Disability Resources secure online portal](http://www.cmu.edu/education-office/disability-resources/) or
Students with 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 Catherine Getchell, 412-268-6121, getchell@cmu.edu.

5.1.5. **Eberly Center for Teaching Excellence & Educational Innovation**

www.cmu.edu/teaching

EBERLY offers a wide variety of confidential, consultation services and professional development programs to support graduate students as teaching assistants or instructors of record during their time at Carnegie Mellon University and as future faculty members at other institutions. Regardless of one's current or future teaching context and duties, 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.

5.1.6. **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.
5.1.7. **Intercultural Communication Center (ICC)**

[www.cmu.edu/icc/](http://www.cmu.edu/icc/)

The Intercultural Communication Center (ICC) is a support service for nonnative English speakers, both newly arrived international students as well as students who attended high school and/or undergraduate programs in the US. The ICC offers seminars, workshops, and 1-1 consultations that develop the language and cross-cultural skills needed to succeed in academic programs at Carnegie Mellon University. The ICC provides International Teaching Assistant (ITA) testing, a required test indicating a nonnative speaking TA has the language proficiency required to work with students in classes, labs or individual meetings. The ICC also supports International Teaching Assistants in developing fluency and cultural understanding to teach successfully at Carnegie Mellon University.

5.1.8. **Office of International Education (OIE)**

[http://www.cmu.edu/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. OIE provides many services including: advising on personal, immigration, academic, social and acculturation issues; presenting programs of interest such as international career workshops, tax workshops, and cross-cultural and immigration workshops; maintaining a resource library that includes information on cultural adjustment, international education and statistics on international students in the United States; posting pertinent information to students through email and the OIE website, and conducting orientation programs.

5.1.9. **Veterans and Military Community**

[http://www.cmu.edu/veterans/](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, non-educational resources and international military service information through the Veterans and Military Community website. There are also links and connections to veteran resource in the Pittsburgh community. The ROTC and Veteran Affairs Coordinator can be reached at uro-vaedbenefits@andrew.cmu.edu or 412-268-8747.

5.1.10. **Carnegie Mellon Ethics Hotline**

[https://www.cmu.edu/hr/resources/ethics-hotline.html](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](http://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.

5.1.11. **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](https://www.cmu.edu/policies/administrative-and-governance/whistleblower.html)

5.2. **Key Offices for Academic & Research Support**

5.2.1. **Academic Coaching/Consulting - The Office of Academic Development**

[https://www.cmu.edu/acadev/coaching/index-grad.html](https://www.cmu.edu/acadev/coaching/index-grad.html)

The Academic Coaching Program is a student assistance program that supports graduate students in the development and/or improvement of skills, strategies, and processes that are necessary for a productive and successful experience at CMU and beyond. Support for graduate students comes in two forms: Individualized Sessions and Group Workshops. Individualized Sessions are the primary focus and can be best understood as working with a personal consultant. Academic Coaches/Consultants meet with students regularly, in a one-on-one capacity, in order to assess a student’s needs and implement strategies to satisfy those needs, while providing a variety of support throughout the process. Areas of focus include, but are not limited to:

- **Self-Management**
  - Developing and/or adjusting your organizational system
  - Managing time and combating stress and procrastination
  - Prioritization and decision making
  - Advancing mindset, self-efficacy, and belongingness
  - Balancing coursework, research, and professional development opportunities

- **Study Skills**
  - Identifying and modifying your learning process
  - Metacognition
  - Test-taking and note-taking strategies
Content comprehension and retention

5.2.2. 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.

5.2.3. Global Communication Center

https://www.cmu.edu/gcc

The Global Communication Center offers free one-on-one tutoring and workshops for native and non-native English speakers from any academic discipline. Our tutors are trained to provide research-backed communication strategies on written, oral, and visual communication projects, in the sciences and the humanities. We can help you improve the effectiveness of your communication in any academic project, including the following:

- Technical reports
- Dissertations
- Research posters
- Oral presentations
- Journal articles
- Grant proposals
- Class essays

You can visit us at any stage in the project—whether you are just getting started and need to talk through ideas or are putting the finishing touches on a final draft.

We also offer workshops on topics including crafting professional emails, team communication, PowerPoint slide design, data visualization, and job application materials.

For more information, to view our resources, or to schedule an appointment, visit our website.

5.2.4. 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.

### 5.2.5. Office of Research Integrity & Compliance

[www.cmu.edu/research-compliance/index.html](http://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 consults on, advises about and handles allegations of research misconduct.

### 5.3. Key Offices for Health, Wellness & Safety

#### 5.3.1. Counseling & Psychological Services

[https://www.cmu.edu/counseling/](http://www.cmu.edu/counseling/)

Counseling & Psychological Services (CaPS) affords the opportunity for students to talk privately about issues that are significant for them in a safe, confidential setting. Students sometimes feel uncertain about why they are feeling upset and perhaps confused about how to deal with those feelings. An initial consultation with a CaPS therapist will clarify options and provide a recommendation to the appropriate mental health resource at Carnegie Mellon or the larger Pittsburgh community. CaPS also provides workshops and group sessions specifically for graduate students on campus. CaPS services are provided at no cost. Appointments can be made in person or by telephone, 412-268-2922.

#### 5.3.2. Health Services

[www.cmu.edu/HealthServices/](http://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.
5.3.3. **Campus Wellness**

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

At the university, 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 bit.ly/BeWellatCMU or by contacting the Program Director for Student Affairs Wellness Initiatives, at alusk@andrew.cmu.edu.

5.3.4. **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.

5.3.5. **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 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/.
5.3.6. 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.

5.4. THE WORD (CARNEGIE MELLON UNIVERSITY’S STUDENT HANDBOOK)

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/.

Carnegie Mellon Vision, Mission
Statement of Assurance
Carnegie Code
Academic Standards, Policies and Procedures
- Educational Goals
- Academic and Individual Freedom
- Statement on Academic Integrity Standards for Academic & Creative Life
- Assistance for Individuals with Disabilities
- Master’s Student Statute of Limitations
- Conduct of Classes
- Copyright Policy
- Cross-college & University Registration
- Doctoral Student Status Policy
- Evaluation & Certification of English Fluency for Instructors
- Final Exams for Graduate Courses
- Grading Policies
- Privacy Rights of Students
- Student’s Rights

Research
- Office of Research Integrity & Compliance
  Office of Sponsored Programs - https://www.cmu.edu/osp/
- Policy for Handling Alleged Misconduct of Research
- Policy on Restricted Research- https://www.cmu.edu/policies/research/restricted-research.html

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

Community Standards, Policies and Procedures
Alcohol and Drugs Policy
AIDS Policy
Bicycle/Wheeled Transportation Policy Damage to Carnegie
Mellon Property Deadly Weapons
Discriminatory Harassment
Disorderly Conduct
Equal Opportunity/Affirmative Action Policy
Freedom of Expression Policy Health Insurance
Policy Immunization Policy
Missing Student Protocol Non-Discrimination
Policy On-Campus Emergencies Pets
Political Activities
Recycling Policy
Riotous and Disorderly Behavior
Safety Hazards
Scheduling and Use of University Facilities
Sexual Harassment and Sexual Assault Policy
Smoking Policy
Student Accounts Receivable and Collection Policy and Procedures
Student Activities Fee
Student Enterprises
Workplace Threats and Violence Policy