

**Carnegie Mellon University**  
Institute for Security and Technology

**Master of Information  
Technology Strategy  
(MITS)**

**Master of Science  
International Relations and Politics  
(MS IRP)**



**Graduate Handbook**  
*Academic Year 2023-2024*

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# 1 Welcome

While this handbook and your college graduate student handbook are specific to your academic experience in the Carnegie Mellon Institute for Security and Technology (CMIST), 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 Graduate and Postdoctoral Affairs, the Office of the Dean of Students, and others are included in Appendix A of this handbook.

## 2 Vision, Mission & Philosophy

### 2.1 Vision

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

### 2.2 Mission

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

*To cultivate a transformative university community* committed to (a) attracting and retaining diverse, world-class talent; (b) creating a collaborative environment open to the free exchange of ideas, where research, creativity, innovation, and entrepreneurship can flourish; and (c) ensuring individuals can achieve their full potential.

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

### 2.3 Philosophy

#### **Carnegie Mellon Institute for Security and Technology**

Carnegie Mellon University (CMU) launched a major new interdisciplinary institute, the Carnegie Mellon Institute for Security and Technology (CMIST), in 2023. CMIST is a university-wide initiative devoted to the wise development, use, and governance of new and emerging technologies that are changing the national and international security landscape.

The home for Carnegie Mellon University's (CMU) study of Political Science and International Relations, CMIST hosts academic programs that enable students to wrestle with a wide range of issues, including the future of democracy, the relationship between technology and politics, the drivers of war and peace, domestic politics across countries, and the formulation of effective foreign policies. Our students and faculty investigate issues in security and technology, grand strategy and national security, cybersecurity and international conflict, military strategy and doctrine, the politics of key regions of the world, international political economy and economic policy, representation and voting rights, climate change and development, repression and human rights, international law and diplomacy, political psychology and public opinion, and social change and revolution. Our graduates embark on a variety of careers in government, law, public policy, intelligence, national defense, consulting, international development, and more.

CMIST also ties Carnegie Mellon's strengths in building new technologies to crucial questions of strategy, security, ethics, and policy. Taking advantage of the intellectually rich Carnegie Mellon setting, CMIST is uniquely poised to take advantage of the university's strengths in computer science and engineering and its distinctive tradition of collaborative, cross-university, cross-disciplinary research. CMU is ranked #1 in the subfields of artificial intelligence, computer engineering, cybersecurity, information systems, and software engineering. It has leading research institutes in areas such as robotics, machine learning, natural language technologies, human-computer interaction, engineering and public policy, and public policy and management--all designed to reach across disciplinary boundaries to solve key problems and address the highest-priority challenges facing humanity. CMIST is where we address the challenges of new and emerging technologies through a political science lens, focused on maximizing the benefits and reducing the risks to human beings, national security, and global stability, now and into the future.

### 3 Degrees Offered

Degree Titles as they will appear on diplomas:

**MITS** (standard) and the **MITS – Applied Study**:

- *Master of Information Technology Strategy*

**MS IRP (standard) and MS IRP-AMP:**

- *Master of Science in International Relations and Politics*

## **4 Using the Graduate Student Handbook**

This document is intended to be a source of information for graduate students in the Carnegie Mellon Institute for Security and Technology within the Dietrich College of Humanities and Social Sciences. Here you can find information on a broad range of policies, procedures, and university and program-specific resources, ranging from academic policies to campus dining options. We hope you will find the guide useful. Be aware, however, that CMIST adheres to all university guidelines and procedures, detailed below.

## **5 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 university ombudsperson, Carnegie Mellon University, 5000 Forbes Avenue, Pittsburgh, PA 15213, telephone 412-268-1018. Obtain general information about Carnegie Mellon University by calling 412-268-2000.

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

Information regarding the applicable grievance procedures for alleged violations of the Statement of Assurance is available at

<https://www.cmu.edu/policies/forms-and-documents/soa-violations.pdf>.

The Office for Institutional Equity and Title IX may be reached at 412-268-7125  
or <https://www.cmu.edu/title-ix/>.

## 6 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/>

## 7 University Policies & Expectations

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

- The Word/Student Handbook:  
<https://www.cmu.edu/student-affairs/theword/index.html>
- Academic Integrity Policy:



<https://www.cmu.edu/policies/student-and-student-life/academic-integrity.html>

- **University Policies Website:**  
<https://www.cmu.edu/policies/>
- **Office of Graduate and Postdoctoral Affairs:**  
<https://www.cmu.edu/graduate/policies/index.html>

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

Please see [Appendix A](#) for additional information about The Word and University resources.

## 8 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.

## 9 Departmental Information

### 9.1 Departmental Personnel

Students can access information about the Carnegie Mellon Institute for Security and Technology at the following website: [www.cmu.edu/cmist](http://www.cmu.edu/cmist)

Name/Title	Office	Phone	Email
<b>Audrey Kurth Cronin</b> <i>Director</i>	Posner 385A	412-268-6684	acronin@andrew.cmu.edu
<b>Emily Half</b> <i>Deputy Director</i>	Posner 391	412-268-7082	ehalf@andrew.cmu.edu
<b>Mark Gardner</b> <i>Graduate Program Manager</i>	Posner 387D	412-268-7227	markgard@andrew.cmu.edu
<b>Rosalie Woolf</b> <i>Event &amp; Program Manager</i>	Posner 389	412-268-8818	rwoolf@andrew.cmu.edu
<b>Abby Schachter</b> <i>Fellows Program Manager</i>	Posner 381B	412-268-6419	aschacht@andrew.cmu.edu
<b>Jacquelyn Hopkins</b> <i>Sr. Admin. Coordinator</i>	Posner 388	412-268-4132	jhopkin2@andrew.cmu.edu
<b>Ashley Barnes</b> <i>Washington Program Manager</i>	United Methodist Building, Washington, DC	202-608-8316	ashleyba@andrew.cmu.edu

CMIST Faculty and a full departmental directory are listed on the [CMIST website](#).

- Please contact the graduate program manager, Mark Gardner, with any questions or concerns.
- Additionally, students may confer with the university Office of Graduate and Postdoc Affairs, [grad-ed@cmu.edu](mailto:grad-ed@cmu.edu), on issues of process or other concerns as they navigate conflicts.
- Department Office/Building Security, Repairs and Services –Report damages and repairs needed to the Deputy Director or Senior Administrative Coordinator.

## 9.2 Departmental Resources

### Office Spaces

- Doherty 4304 is reserved as the CMIST Graduate Student Lounge. There are workspaces and a small kitchenette available for students to use. Please keep this space clean so that all will feel comfortable using it.
- Doherty 4305 is reserved as the Graduate TA office where Teaching Assistants can hold office hours.

### Conference Rooms

Please contact Emily Half ([ehalf@andrews.cmu.edu](mailto:ehalf@andrews.cmu.edu)) or Rosalie Woolf ([rwoolf@andrew.cmu.edu](mailto:rwoolf@andrew.cmu.edu)) to reserve the spaces listed below for group project meetings or collective study hours for classes.

- Posner 383 and Posner 392

## 10 Master's Degree Completion and Certification

### 10.1 Standard Degree Requirements & Degree Certification

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

#### *Early Completion*

Graduate students who consider the completion of all degree requirements in less than the standard length of time for their program of study may consult

with their degree-granting program or department to determine if early degree certification is allowed and under what circumstances.

#### *Extended or Longer-than-Standard Competition*

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

Master's students who require longer than the standard time to complete their degree requirements are expected to remain in close contact with their graduate program, and will be certified at the end of the semester in which they have completed their degree requirements. Students shall reference CMU Policy on Master's Student Statute of Limitations:

<https://www.cmu.edu/policies/student-and-student-life/masters-students-statute-of-limitations.html>

regarding guidelines and restrictions which place an upper limit on the maximum length of time allowable for master's degree completion and certification.

## 10.2 Additional Guidance for Students

### *Program of Study*

Students seeking guidance about their program of study and degree requirements should consult with the CMIST Graduate Program Manager.

### *Financial Aid and Student Account*

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

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

### *International Students*

Immigration status for students in F-1 and J-1 non-immigrant status is tied to making normal progress toward completing degree requirements. Therefore, F-1 and J-1 students who are considering completing their degree requirements early, anticipating longer-than-standard completion, or moving from an undergraduate to a graduate student classification (integrated undergraduate-graduate study) should consult with their designated advisor in the Office of International Education (OIE) to ensure compliance with immigration regulations.

## 10.3 Registration Process/Procedures

Students will register for their courses through the Student Information Online (SIO) system: [www.cmu.edu/hub/sio](http://www.cmu.edu/hub/sio). Students must meet with the Graduate Program Manager each semester prior to registration to confirm curricular requirements will be met.

Course registrations are completed by the student online.

CMIST (and the university) reserves the right to cancel any announced course if the enrollment is too low. CMIST also reserves the right to make changes in the schedule of hours, units, or in instructional staff.

It is the responsibility of each student to register for courses. This can be done at any time, beginning with the pre-registration period and ending with the add/drop period. Dates can be found on the official academic calendar.

Students must register for each course, whether for credit or audit. A student whose name is not on the roster for a particular course on the first day of class may be denied admission to the course.

**Carnegie Mellon University**

Institute for Security and Technology

# **Master of Information Technology Strategy (MITS)**

Program Information



# 11 MITS Degree Requirements and Related Policies/Protocols

## 11.1 Degree Rationale

The [Master of Information Technology Strategy \(MITS\)](#) is a cooperative endeavor of the College of Engineering, School of Computer Science, and the Carnegie Mellon Institute for Security and Technology (CMIST). This program creates leaders in the IT strategy space by allowing students to tailor their degree to an area of interest and teaching students how the IT puzzle pieces fit together -- both of which make students valuable to employers.

The program's two tracks provide flexibility, but their brevity – the longer of the two takes sixteen months to complete -- is well-suited for those who want to quickly advance their professional career. Both tracks involve a required Capstone Project, in which teams of four to six students partner with a company, research center, or organization to help them solve a strategic problem.

The program offers four areas of specialization: Data Analytics, Information Security, Politics and Strategy, and Software and Networked Systems. No matter what a student chooses, they will receive a blend of the other three, meaning they will leave Carnegie Mellon with a well-rounded skill set that makes them an attractive candidate on the job market. MITS is a STEM-designated degree according to the US Department of Homeland Security, meaning international students may apply for a longer period of Optional Practical Training.

Graduates go on to careers as data scientists, software engineers, military cyber operations officers, artificial intelligence and machine learning engineers, and business technology analysts for companies such as Oracle, Microsoft, Barclays, Deloitte, Apple, Google, DoorDash, and Visa.

## 11.2 Statute of Limitations

The MITS is intended to be completed in **12 months**; MITS Applied Study is an 18-month program which includes a required summer internship.

Extensions beyond the above stated will only be considered as a result of extraneous circumstances. These must be negotiated and approved with

the department.

Please contact the Graduate Program Manager in a timely manner as personal needs for an extension arise.

As outlined in the Master's Students Statute of Limitations:

<https://www.cmu.edu/policies/student-and-student-life/masters-students-statute-of-limitations.html>

students will complete all requirements for the master's degree within a maximum of seven years from original matriculation as a master's student, or less if required by a more restrictive department, school or college policy. Once this time-to-degree limit has lapsed, the person may resume work towards a master's degree only if newly admitted to a currently offered master's degree program under criteria determined by that program.

Under extraordinary circumstances, such as leave of absence, military or public service, family or parental leave, or temporary disability, a school or college may, upon the relevant department's recommendation and with the written approval of the dean (or designate), defer the lapse for a period commensurate with the duration of that interruption. Students who are pursuing a master's degree as part-time students for all semesters of their program, as approved by their program, may also appeal to their program or department for extension of the time to degree limit.

### 11.3 Degree Requirements

The **Master of Information Technology Strategy (Standard)** is a 12-month program with a culminating capstone project.

The **Master of Information Technology Strategy – Applied Study** is a 16-month program that includes the MITS (Standard) curriculum with a required summer internship and a culminating capstone project.

Within both programs, students are given an in-depth look at four concentration areas:

- **Information Security:** an understanding of cyber threats and mitigation of their impact ensures that graduates are equipped to address the dangers of cyber-attacks.
- **Politics and Strategy:** the ability to demonstrate sound reasoning about policy and strategy is an invaluable skill for individuals who

will shape the future of IT strategy.

- **Data Analytics:** to be successful, tomorrow's leaders in Information Dominance must be proficient in extracting knowledge from large data systems. Such extraction requires mastery in techniques such as machine learning, social network analysis, and large-scale data reduction and filtering.
- **Software and Networked Systems:** an understanding of system and software architecture is essential for the management of safe, secure, and reliable information structures.

Study is split between the College of Engineering, the School of Computer Science, and the Carnegie Mellon Institute for Security and Technology.

#### 11.4 Core Courses (48 units)

Find a Course Description for each course on the [CMIST website](#).

Core courses establish the necessary background and a common competence level in each of the four thematic areas. **Students must take at least one core course option from each of the concentration areas below** for a total of forty-eight units minimum.

##### **Data Analytics**

- Option 1: 10-601/10-701 Introduction to Machine Learning (fall/spring)
- Option 2: 17-685/17-801 Dynamic Network Analysis (spring)
- Option 3: 05-834/11-663 Applied Machine Learning (fall)
- Option 4: 17-634 Applied Machine Learning AND 17-644 Applied Deep Learning
  - 11-637 (summer/fall) OR 10-606 AND 10-607 **recommended** prior or concurrent but not required (summer/fall 1st and 2nd half minis). This is mainly for students who would like to brush up on foundational mathematical or computational skills.

*Note: Students in the Data Analytics Concentration may not take Options 3 or 4 to fulfill their requirement; Students may not take options 3 or 4 AND 10-601/701.*

##### **Politics and Strategy**

- Option 1: 84-605 The Future of Warfare (fall)



- Option 2: 84-674 Technology, Weapons, and International Conflict (fall)
- Option 3: 84-687 Remote Systems and the Cyber Domain in Conflict (spring)

### **Information Security**

- Option 1: 17-631 Information Security, Privacy, and Policy (fall)
  - *Note: Recommended for students with little to no prior exposure to IS*
- Option 2: 18-631/14-741 Introduction to Information Security (fall/spring)
- Option 3: 18-730 Introduction to Computer Security (fall)

*Note: Students may not take any of the above options as concentration or elective courses*

### **Software and Networked Systems**

- Option 1: 15-640 Distributed Systems (fall/spring, prerequisite 15-513)
- Option 2: 15-641 Networking and the Internet (fall, prerequisite 15-513)
- Option 3: 18-741 Computer Networks (fall)
- Option 4: 17-635 Software Architecture AND 17-632 Software Project Mgmt (spring 1st half minis)
- Option 5
  - Option A: 17-646 DevOps and Continuous Integration (fall & spring 2nd half mini/summer) AND 17-636 Applied Distributed Systems (fall & spring 1st half mini/summer)
  - OR
  - Option B: 17-647 Data Intensive and Scalable Systems (spring 2nd half mini) AND 17-636 Applied Distributed Systems (fall & spring 1st half mini/summer)

*(Note: Students in the Software and Network Concentration may not use Options 4 or 5 for their core requirement. The courses may be used toward concentration requirements.)*

### **MIT Policy Seminars: 84-791 (B) and 84-792 (B) (3 units each = 6 units)**

The Carnegie Mellon Institute for Security and Technology (CMIST) will

host several lectures and speaker series that address topics spanning the intersection of security and technology, international relations, political science, and more. We will bring senior leaders to the CMU community who are experts in these fields and have made remarkable contributions to these and other fields. CMIST graduate students will enroll in the three-unit Policy Seminar each semester and be expected to participate in and reflect on their interactions throughout the CMIST-hosted lectures and roundtable discussions. The Policy Seminar courses are only open to CMIST graduate students. **MITS students please register for Section B.**

### 11.5 Required Units for Degree Attainment (126 units)

The **Master of Information Technology Strategy** is a full-time campus degree program. It is designed to be completed in three consecutive semesters, beginning in fall and concluding the following summer with a **total of 126 units** completed.

- **Core Courses (48 units) (See above list)**
- **Area of Concentration (24 units)**
  - The area of concentration provides an opportunity to build upon core course knowledge, and to develop expertise in a specific area. Students choose a focus area (2 courses, or 24 units) from amongst the following concentration areas: Data and Analytics, Politics and Strategy, Information Security, Software and Networked Systems. For a list of courses, arranged by area of concentration, see the [website](#).
- **Elective Coursework (12 units)**
  - Students may explore their area of concentration further, or pursue topics outside their area of concentration through electives. At least one course (12 units) must be taken outside of their area of concentration. ([See section 13.1](#))
- **Capstone Project (36 units)**
  - The capstone project course provides students with the opportunity to engage in a mentored team project sponsored by a real-world industry partner, to delve deeply into a problem, and to create a solution relevant to information technology strategy. ([See section 11.6](#))

## 11.6 Capstone

Each MITS graduate will complete a culminating capstone project in their final semester (summer semester for standard; 2nd fall semester for Applied). This project coincides with a required 36-unit course (84-781) and is intended to give students support in project management, collaboration strategies, and project guidance.

The capstone project course provides students with the opportunity to engage in a mentored team project sponsored by a real-world industry partner, to delve deeply into a problem, and to create a solution relevant to information technology strategy. Course supervision is provided by a MITS advisor or affiliated faculty member. A final report must be submitted, and a factorable letter grade assigned.

Due to the variety of sponsored projects, all project deliverables are negotiated and developed with the affiliated faculty member, advisors, and the project's sponsors.

Please see the [MITS program website](#) for more information.

## 11.7 GPA and QPA Requirements for Graduation

To receive the Master of Information Technology Strategy (MITS) degree, students must successfully complete the appropriate courses with an overall quality point average (QPA) of 3.0. If a grade lower than “B-” (B minus) is received in any core, concentration, capstone or seminar course, the course must be repeated, regardless of the QPA. Receiving a “B-” (B minus) or less in any course may jeopardize the student's good academic standing in the program.

## 11.8 MITS Sample Plan of Study

**Recommended Coursework Plan by Semester (MITS Standard Program)**

Fall	Spring	Summer
Information Security Core Course (12 units)	Software & Networked Systems Core Course (12 units)	MITS Capstone Project (36 units)
Data Analytics Core Course (12 units)	Concentration Course (12 units)	
Politics and Strategy Core Course (12 units)	Concentration Course (12 units)	
15513/11637 elective or Concentration Course (12 units)	Approved Elective (12 units)	
MITS Seminar (3 Units)	MITS Seminar (3 units)	<i>Optional</i> Approved Elective (6-12 units)

## 11.9 MITS-Applied Study Breakdown

The **Master of Information Technology Strategy – Applied Study** is a full-time campus degree program. It is designed to be completed in three semesters with a summer internship between the second and third semesters.

The MITS – Applied Study is an 18-month program that begins in August and concludes in December of the following year. All MITS-Applied Study students will have the same course requirements (126 units) as the MITS requirements above but are also required to complete a Summer Internship (3 units) before their final fall semester. The MITS-Applied Study program is complete once the student **completes 129 units**.

## 11.10 MITS-Applied Study Sample Plan of Study

### Recommended Coursework Plan by Semester (MITS Applied Study)

Fall	Spring	Summer	Fall
Information Security Core Course (12 units)	Software & Networked Systems Core Course (12 units)	Required Internship (3 units)	MITS Project (36 units)
Data Analytics Core Course (12 units)	Concentration Course (12 units)		
Politics & Strategy Core Course (12 units)	Concentration Course (12 units)		
15513/11637 elective or Concentration Course (12 units)	Approved Elective (12 units)		
MITS Seminar (3 Units)	MITS Seminar (3 units)		Optional Approved Elective (6-12 units)

**Carnegie Mellon University**

Institute for Security and Technology

# **Master of Science in International Relations and Politics (MS IRP)**

Program Information



## 12 MS-IRP Degree Requirements and Related Policies/Protocols

### 12.1 Degree Rationale

The [Master of Science in International Relations and Politics \(MS IRP\)](#) serves four academic goals:

1. To allow students to specialize in one of four conventions areas of political science (see concentration list below).
2. To equip students with strong methodological skills.
3. To guide students in the production of a significant and publishable thesis.
4. To prepare students to enter the job market.

The Carnegie Mellon Institute for Security and Technology (CMIST) seeks to train the next generation of thought leaders who can examine and understand domestic and international government institutions and processes in the twenty-first century's continuously changing context. The political landscape of war is changing – from wars between nations to conflicts with non-state actors like ISIS and Boko Haram. Students will gain an understanding of international relations and politics so as to manage uncertainty in a rapidly changing world.

CMIST also offers a unique subset of courses focused on international security, with especially robust course offerings in emerging technologies and international conflict.

### 12.2 Statute of Limitations

The **MS IRP** is intended to be completed in **two years**, barring extraneous circumstances and approval from the department for an extension. The **MS IRP-AMP** is intended to be completed in a **4 years + 2 semesters** IBM model, as referenced in the section prior (see [Section 12.9](#) in this document).

### 12.3 Degree Requirements and Related Policies/Protocols

Students will select one of the following concentrations to guide their course selections based on approved course lists. Students will choose between:

- International Security
- International Relations
- American Politics
- Comparative Politics

In addition to the required thesis and internship, students will participate in CMIST-sponsored networking receptions and policy-oriented events in order to expand their network and come into direct contact with political, business, and community leaders while learning about the most pressing policy issues of the day.

### 12.4 Core Courses (96 units)

Find a Course Description for each course on the [CMIST website](#).

- 84-701 Regression Analysis for Political Science I (12 units)
- 84-702 Regression Analysis for Political Science II (12 units)
- 84-710 Thesis Proposal Tutorial (6 units)
- 84-711 Qualitative Methods in Social Science Research (6 units)
- 84-720 International Security Graduate Seminar (12 units)
- 84-721 American Politics Graduate Seminar (12 units)
- 84-722 Comparative Political Institutions Graduate Seminar (12 units)
- 84-726 International Relations Graduate Seminar (12 units)
- 84-791, 84-792, 84-793, 84-794 CMIST Policy Seminar (12 units total, 3 units per semester) (register for section A only)

### 12.5 Required Units for Degree Attainment

The MS IRP program requirements include 186 units, divided as follows:

- Core Classes– 96 units (see above list)
- Concentration Courses– 72 units
  - Students must complete one course in each of the four concentration areas (48 units), plus an additional two courses (24 units) in a chosen concentration. For a complete list of



courses by concentration, students are directed to:

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

- Internship (84-705)– 0 unit course taken in the Summer between Year One and Two ([See 13.2 section](#))
- Thesis (84-799)– 18 units taken during Spring of Year Two ([See 12.6 section](#))

## 12.6 IRP Graduate Thesis

Master of Science in International Relations and Politics (MS IRP) students are expected to develop a thesis proposal including a working title, abstract, and research methodology plan **prior to Thanksgiving break in the fall semester** of the final year (see [Thesis Guidelines document](#)). The Thesis Proposal Tutorial course (84-710) will familiarize students with the structure of a thesis, the functions of its different sections, and its connection to the broader scholarly literature. Students must also confirm a thesis advisor by Thanksgiving break of the fall semester of their final year of graduate study. The thesis advisor may be any faculty member within CMIST.

The MS IRP graduate thesis work will occur during the spring semester of the final year. Students will be registered for 18 units of thesis work and are expected to dedicate a minimum of 18 hours per week to work on the thesis for the duration of the semester. The thesis advisor will provide a letter grade for the thesis work at the conclusion of the program. The student is expected to meet regularly (once per week, on average) with the thesis advisor. It is the student's responsibility to schedule regular meetings with the thesis advisor and develop and maintain a work timeline.

The student should consult with the thesis advisor through a mutually agreed-upon means of communication. The student should arrange periodic meetings with the thesis advisor to assist with problems and assure adequate progress. The thesis advisor should help monitor and guide the student's research progress, but it is ultimately the student's job to adhere to the thesis completion timeline in order to graduate on time. The student and thesis advisor should stay within the timeline created in the proposal as closely as possible. If the student experiences difficulties communicating with the thesis advisor, he/she should inform the CMIST

Graduate Program Manager as soon as a potential problem is apparent.

The completed thesis will include the following parts:

- I. A Master's Thesis Signature Page
- II. A formal master's thesis paper of publishable quality between 20 and 40 pages in length.
- III. Preceded by a Master's Thesis Title Page
  - A. The thesis should follow the Chicago Manual of Style

Upon completion of the research and writing of the thesis, the student will defend his/her work through an open forum oral presentation in April.

The student will submit the thesis to the thesis advisor for final review and comments. The thesis advisor may request additional work or additions to the thesis after the oral presentation/defense. The student will submit to the Graduate Program Manager an electronic copy of the final thesis and all associated materials, including a Master's Thesis Signature Page that includes the signatures of the student and the thesis advisor. The Graduate Program Manager will obtain the CMIST Director's signature on the thesis cover sheet. This signature will confirm completion of the master's thesis.

Please see the [Thesis Guidelines](#) document for more information.

## 12.7 GPA/QPA Requirements for Graduation

All courses offered through the MS IRP program are graded on the 4.0 grading standard.

- All MS IRP students must remain in "good standing," maintaining a "B or better" overall average in graduate coursework in order to graduate (including senior-year graduate coursework for AMP candidates). "B" is equivalent to a 3.0 QPA.
- Individual course grades below "C" are considered not satisfactory progress toward degree completion.
- Failure is "R" grade. This grade is not acceptable for any graduate student.
  - Students who receive an "R" grade in any core course must retake the course and potentially assume supplemental tuition costs for the retaken course.
- Dietrich College does not assign A+ grades for graduate students.

## 12.8 Sample Plan of Study

Full-time traditional MS IRP students will complete the program in two years. A sample plan of study to demonstrate per-semester credit enrollment expectations for each track are outlined as follows:

Fall- Year One	Units	Spring- Year One	Units
84-701: Regression Analysis for Political Science I	12	84-702: Regression Analysis for Political Science II	12
Graduate Seminar 1	12	Graduate Seminar 3	12
Graduate Seminar 2	12	Concentration Course 2	12
Concentration Course 1	12	Concentration Course 3	12
84-791: CMIST Policy Seminar	3	84-792: CMIST Policy Seminar	3
<b>Total Units</b>	<b>51</b>	<b>Total Units</b>	<b>51</b>

### Summer: Required Internship 84-705 (0 units)

Fall- Year Two	Units	Spring- Year Two	Units
84-710: Thesis Proposal Tutorial	6	84-799: IRP Graduate Thesis	18
84-711: Qualitative Methods in Social Science Research	6	Concentration Course 5	12
Graduate Seminar 4	12	Concentration Course 6	12
Concentration Course 4	12	84-794: CMIST Policy Seminar	3
84-793: CMIST Policy Seminar	3		
<b>Total Units</b>	<b>39</b>	<b>Total Units</b>	<b>45</b>

## 12.9 MS-IRP-AMP (Accelerated Master's Program)

### INTEGRATED BACHELOR & MASTER'S DEGREE PROGRAMS at CMU

The MS IRP offers an Accelerated Master's Program (AMP) for CMU undergraduates. The integration of bachelor and master's degree programs ("IBM" programs) benefits CMU students who elect to maximize their use of time and academic energy to blend their undergraduate

studies with master's-level study in close combination, in an integrated program of study at CMU.

Some CMU departments and programs have developed integrated options for students in response to student desires for such opportunities and to enliven their graduate programs with students who are well-acclimated to the rigor and demands of the CMU educational experience.

### **General Information**

Carnegie Mellon students in integrated bachelor-master's programs are expected to complete their degree requirements within a standard length of time for their full-time program of study as outlined in the Undergraduate Catalog and relevant Graduate Student Handbook.

There are several standard models for the CMU integrated bachelor-master's degree programs, some of which involve acceleration of either the undergraduate or the graduate degree component (or both) within the integrated program designs.

The MS IRP-AMP follows the **4+2 semester model**, meaning eight semesters (four years) of full-time undergraduate coursework including integration of some master's level courses, followed by two semesters of exclusively master's level coursework for a total of five academic years. The undergraduate degree is completed in eight semesters of full-time study (or less).

The standard undergraduate program of study is grounded in a primary degree and its requirements, and may be complemented by an additional major(s) or minor(s) as part of the academic plan. Some students decide to apply for one of CMU's several integrated degree programs to complement their undergraduate degree with an integrated or accelerated master's degree. Depending on the model of the integrated program, when an undergraduate student applies to an IBM program, they recognize that the standard for undergraduate study will be eight semesters, plus one, two, three, or four additional semesters of full-time graduate-level study to complete the master's degree.

CMU students in most IBM programs, including the MS IRP-AMP, are considered to be undergraduates until they have completed the requirements for their bachelor degree at which point they are certified by their undergraduate academic program; this occurs at the time

determined to be the standard for their integrated program following a successful seven or eight semesters of full-time enrollment.

### **Early Completion of Undergraduate Degree**

An IBM student who has completed all undergraduate degree requirements in fewer than the standard number of semesters for their program may request an early undergraduate degree certification from their undergraduate program, in close consultation with their academic advisor(s). This situation, while possible, is not common due to the necessity of staying on track for both undergraduate and master's degree programs in an integrated manner.

### **Movement From Undergraduate to Graduate Student Classification**

Students in an IBM program who are certified as having completed their undergraduate degree – typically in the number of semesters that is the standard for their integrated program – then will be classified as a graduate student at CMU, and are expected to complete their graduate degree requirements within the standard length of time for their integrated program of study. Students should be aware of and plan for financial implications, including financial aid, and/or F-1/J-1 non-immigrant implications due to the change of level when moving from undergraduate student status to graduate student status at CMU.

### **The Standard for the Graduate Component of the IBM Student/Program**

Upon completion of the graduate program degree requirements in the standard period of study, the graduate degree will be certified in the semester in which the student completes the requirements by the student's graduate program.

### **Early Completion of the Graduate Degree Requirements**

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

### **Incomplete Graduate Degree Requirements**

In some cases, students in an IBM program may withdraw from the graduate component of the program of study and, therefore, will not be

certified or awarded the graduate degree. Any such withdrawal decision also may require close consultation with the undergraduate advisor to determine eligibility for undergraduate degree completion and certification if the undergraduate degree is not already certified.

### **Extended or Longer-Than-Standard Graduate Degree Completion**

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

IBM students who require longer than the standard time to complete their graduate degree requirements are expected to remain in close contact with their graduate program, and will be certified at the end of the semester in which they have completed their degree requirements. Students shall reference CMU Policy on Master's Student Statute of Limitations ([see 12.2 section](#)) regarding guidelines and restrictions which place an upper limit on the maximum length of time allowable for master's degree completion and certification.

## 12.10 MS-IRP-AMP Course Requirements

The MS IRP-AMP program requirements include **186 units**, divided as follows:

**Prerequisite Courses:** (42 units) Must be completed before the end of the fourth year.

- 84-104 Decision Processes in American Political Institutions (9 units)
- 84-275 Comparative Politics (9 units)
- 84-226 International Relations (9 units)
- Two 84-300/400 level CMIST electives, one of which may be a 6-unit mini course (15 units total)

**Core Courses:** (78 units)

Students must complete all of the following core courses:

- 84-701 Regression Analysis for Political Science I (12 units)
- 84-702 Regression Analysis for Political Science II (12 units)

- 84-710 Thesis Proposal Tutorial (6 units)
- 84-711 Qualitative Methods in Social Science Research (6 units)
- 84-791 and 84-792 CMIST Policy Seminar (6 units total, 3 units per semester in master's year)

As well as three of the four Graduate Seminars offered:

- 84-720 International Security Graduate Seminar (12 units)
- 84-721 American Politics Graduate Seminar (12 units)
- 84-722 Comparative Political Institutions Graduate Seminar (12 units)
- 84-726 International Relations Graduate Seminar (12 units)

**Internship (84-705):** (0 units) Summer between Fourth and Fifth Year ([see 13.2 section](#))

**IRP Graduate Thesis (84-799):** (18 units) Spring of Fifth Year ([see section 12.6](#))

- All students must complete a graduate-level thesis paper. Students must submit a proposal by November of the fifth year. Students will work independently with a faculty member in the Carnegie Mellon Institute for Security and Technology to complete the IRP Graduate Thesis. The final paper will be reviewed and approved by the faculty advisor for the thesis and the faculty director of CMIST.

**Concentration Coursework:** (48 units)

- Students must complete a minimum of 48 units (approximately four courses) from any concentration(s). For a complete list of courses by concentration, students are directed to: [www.cmu.edu/cmist](http://www.cmu.edu/cmist)

### 12.11 MS-IRP-AMP Sample Plan of Study

Full-time undergraduate students accepted into the MS IRP-AMP will complete the program according to a per-semester credit enrollment expectation for each track. A sample plan of study follows:

Fall- Senior Year	Units	Spring- Senior Year	Units
Graduate Seminar 1	12	Graduate Seminar 2	12

84-701: Regression Analysis for Political Science I	12	84-702: Regression Analysis for Political Science II	12
<b>Total MS IRP Units</b>	<b>24</b>	<b>Total MS IRP Units</b>	<b>24</b>

**Summer: Required Internship 84-705 (0 units)**

<b>Fall- Fifth Year</b>	<b>Units</b>	<b>Spring- Fifth Year</b>	<b>Units</b>
84-710: Thesis Proposal Tutorial	6	84-799: IRP Graduate Thesis	18
84-711: Qualitative Methods in Social Science Research	6	Concentration Course 3	12
Graduate Seminar 3	12	Concentration Course 4	12
Concentration Course 1	12	84-792: CMIST Policy Seminar	3
Concentration Course 2	12		
84-791: CMIST Policy Seminar	3		
<b>Total Units</b>	<b>51</b>	<b>Total Units</b>	<b>45</b>

Undergraduate courses taken in the Carnegie Mellon Institute for Security and Technology (84-xxx) may not also count toward the MS IRP course requirements.

A maximum of 48 units of graduate courses out of the 186 units required to complete the accelerated master’s degree will be permitted to count toward an undergraduate degree at Carnegie Mellon. (This allowance may be restricted further by the double-counting policies of one’s undergraduate major and department.) Exceptions are made only with prior approval of the Deputy Director and the Graduate Program Manager.



**Carnegie Mellon University**

Institute for Security and Technology

# Departmental Policies



## 13 CMIST Department Policies

### 13.1 Electives

#### **What is an elective?**

An elective is a course taken in addition to the core, capstone project, pre-requisite and required courses, is in an area of interest to the student, and is applicable to their degree. The most common choice is to select outside of the student's declared concentration, from the pre-approved list of [concentration courses](#).

**MIT** students should plan to select technical courses, although some exceptions to this rule will be considered. All **MIT** students are required to take a minimum of 12 units of elective coursework. Units associated with elective courses vary.

While **MS IRP** students are not required to take electives, should they choose to do so, these policies and procedures should be adhered to.

All students are advised to discuss their choice of electives with the Graduate Program Manager and receive approval before enrolling. If a student wishes to take an elective outside of the pre-approved courses, only those electives that have been approved by the academic advisor will be accepted towards degree completion requirements.

#### **What courses count as electives?**

Generally, electives are chosen from the pre-approved list of concentration courses, but they can come from any school or department within Carnegie Mellon as long as:

- the student has not already taken the course;
- the course has been approved by the student's academic advisor.

One undergraduate course (300+ level or higher) may apply toward the degree's elective requirement. A second undergraduate course may be taken provided the course is a prerequisite for a required course. In this exceptional case, both courses will count toward degree completion requirements. Undergraduate courses will not factor into the student's overall QPA on the university's official transcript, but if counted towards the degree, will be factored in on an individual calculation.

Although elective courses may be taken on a pass/fail basis, be advised that

only elective courses with letter grades (A, B, C, D) can be used toward degree completion requirements.

## 13.2 Internship Requirements

In addition to coursework, **MS IRP** students are required to complete a 0-unit summer internship (84-705) in a related field. For **MS IRP** students the internship is required between year one and year two of study. For **MS IRP-AMP** students, this will take place between the senior year and fifth year. The internship will allow students to synthesize learning objectives of the program with practical and hands-on experiential learning opportunities.

The **MIT-Applied Study** Internship (3 units) is completed during the summer before their final fall semester.

These students are required to complete a minimum 8-week full-time summer internship of their choosing. Internships

- need not be confined to Pittsburgh or Washington, DC,
- should have a policy or global focus,
- should be suited to the graduate level.

### ***Expectations***

Students should begin working early with the Graduate Program Manager and Washington Program Manager in the fall of their first year of the MS IRP (fall of senior year for MS IRP-AMP) to identify and apply for internships. Individual strategy meetings will be held with each student to jump-start the process. CMIST will provide assistance with:

- application material development,
- the placement process,
- funding opportunities.

International students are required to consult with the [Office of International Education](#) for eligibility before seeking an internship/co-op or signing an offer contract (required addition to ensure the university is in compliance with immigration laws for F & J status students).

### ***Resources to Explore Potential Internships***

- Faculty Recommendations
- College Career Services
- Career and Professional Development Center

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

### 13.3 Incomplete Grades Policy/Process

- Carnegie Mellon students are expected to complete a course during the academic semester in which the course was taken. However, if the instructor agrees, a grade of “I” (incomplete) may be given when a student has been unable to complete the work of a course. Moreover, the work completed up to that date must be of passing quality and the grade of incomplete provides no undue advantage to that student over other students.
- In awarding an “I” grade, an instructor must specify the requirements for the completion of the work and designate a default letter grade in the event that the student fails to complete the remaining work.
- Students must complete the required course work by no later than the end of the following academic semester, or sooner if required by the instructor.
- The instructor must record the permanent course grade by the last day of the examination period of the following semester, or the default grade will be automatically assigned by the Registrar.

### **Incomplete Grades Delaying Graduation**

If an Incomplete grade is earned during the semester in which the student expects to graduate, the student may accept the grade of “I” (Incomplete), thus delaying graduation until the successful completion of the course

### 13.4 Withdrawing From a Course Policy/Process

Students taking undergraduate and Master’s level courses must follow the procedures and deadlines for adding, dropping, or withdrawing from courses as identified on the academic calendar. Information can be found at <https://www.cmu.edu/hub/registrar/course-changes/index.html>. There is a separate calendar for master’s level courses.

### 13.5 Drop/Add/Withdraw Procedures

Students taking undergraduate and Master's level courses must follow the procedures and deadlines for adding, dropping, or withdrawing from courses as identified on the academic calendar. Information can be found at

<https://www.cmu.edu/hub/registrar/course-changes/index.html>

### 13.6 Department Policy/Protocol for Make-Up Exams

Make-up exams remain at the discretion of the individual course instructors and will be scheduled as appropriate.

### 13.7 Transfer Courses and Pittsburgh Council on Higher Education (PCHE)

Carnegie Mellon University offers students the opportunity to take courses for credit through a cross-registration program (see [Section 14.7](#)) and through the receipt of transfer credit from other accredited institutions. The Carnegie Mellon University transcript will include information on such courses as follows: Carnegie Mellon courses and courses taken through the university's cross-registration program will have grades recorded on the transcript and be factored into the QPA. All other courses will be recorded on this transcript indicating where the course was taken, but without grades. Such courses will not be taken into account for academic actions, honors, or QPA calculations.

### 13.8 Protocol For Evaluation of Transfer Credit

#### **CMIST Policy on Acceptance of Transfer Courses or Grades**

Students who have taken and successfully completed graduate-level courses in areas relating to their degree may petition for these credits to apply toward their degree requirements, as long as the following conditions are met:

1. No course credit will be given for courses that were already used to obtain a graduate degree.
2. The petitioned course must be in an area/discipline closely aligned with the student's intended area of graduate study.
3. Students must obtain and present a transcript with the final earned grade from the institution where the course was taken, as well as

supporting artifacts specific to the course at the time it was taken (i.e., course description, syllabus, learning/educational outcomes, student work product such as project, report, analysis, etc.)

4. Final earned grade in petitioned courses must be 'B- or better'.
5. All petitioned courses must be graduate level, or equivalent to a CMU 500-series (or higher) course.

Each transfer request is evaluated on a case-by-case basis. A decision will be made on the course's transferability by the Graduate Program Manager only after the applicant has been notified of their acceptance to the program. A maximum of two (2) courses may be accepted in transfer and applied toward degree completion elective or pre-requisite requirements. All remaining elective courses, and all core curriculum and project courses, must be completed through Carnegie Mellon. Courses approved for transfer will appear on the student transcript as 'transfer credits'.

### 13.9 Teaching/Research Assistant Requirements

Graduate students are required to have a certain level of fluency in English before they can instruct in Pennsylvania, as required by the English Fluency in Higher Education Act of 1990. Through this Act, all institutions of higher education in the state are required to evaluate and certify the English fluency of all instructional personnel, including teaching assistants and interns. The full university policy can be reviewed at:

<https://www.cmu.edu/policies/faculty/evaluation-certification-english-fluency-instructors.html>

Various Graduate Assistant positions may offer a stipend, hourly wage, or be connected to a graduate fellowship agreement. These are available in CMIST as well as throughout campus. Students are encouraged to apply independently at their discretion.

- **College of Engineering:**  
<https://engineering.cmu.edu/education/graduate-programs/financial-support/fellowship-assistantships.html>
- **Machine Learning:** <https://www.ml.cmu.edu/academics/ta.html>
- **School of Computer Science:** <https://www.ugrad.cs.cmu.edu/ta/>
- **Statistics and Data Science:**  
<https://www.cmu.edu/dietrich/statistics-datascience/resources/ta-handbook/become-a-ta.html>

### Research Assistant (RA) Duties May Include

- Contribute to quantitative/qualitative research projects;
- Draft briefings on current foreign policy issues using database and archival research; and/or
- Provide logistical assistance as needed to the course instructor.

### Teaching Assistant (TA) Duties May Include

- Attend all class sessions and read required weekly material;
- Assist professor with grading of exams and quizzes; and
- Hold office hours and review sessions to address student questions.

The fluency of all instructional personnel will be rated by Language Support in the Student Academic Success Center to determine at what level of responsibility the student can TA. In addition to administering the International Teaching Assistant (ITA) Test (a mandatory screening test for any non-native speaker of English), Language Support in the Student Academic Success Center helps teaching assistants who are non-native English speakers develop fluency and cultural understanding to teach successfully at Carnegie Mellon. Visit the Student Academic Success Center website for additional information:

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

## 13.10 Research Opportunities

### *Research funding options*

CMIST provides research funding to support MS IRP students' Thesis research. All graduate student theses with an approved proposal are eligible for funding. At the time of application, the student and research advisor should be sufficiently committed to a project to know the scope of the research and potential costs that may be involved. Students should submit the [CMIST Grad Student Funding Application](#) no earlier than one semester before the expected expenses are to be incurred, and no later than one month before the date of the expected research expenses. Please see the [Thesis guidelines](#) for more information.

GuSH Research Funding is a source of small research grant funds provided by the Graduate Student Assembly (GSA) and the Provost's Office and managed by the Office of Graduate and Postdoctoral Affairs. Students can

find more information about the application process and deadlines at:

<https://www.cmu.edu/graduate/professional-development/research-funding/index.html>  
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### *Resources and Regulations Governing Research at Carnegie Mellon*

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

### *Conference Funding Information*

The intent of funding is to support CMIST graduate student research by providing financial assistance in the form of expense reimbursement to be used toward the costs incurred in either conference attendance or research projects. Funding will be provided in the form of reimbursement.

For conference attendance, graduate students must supply proof their paper has been accepted for presentation. Poster presentations are not accepted for reimbursement. For conference attendance, registration fees and travel expenses (hotel/airfare) are the most commonly approved reimbursement.

Students should submit the [CMIST Grad Student Funding Application](#) no earlier than one semester before the expected expenses are to be incurred, and no later than one month before the date of the conference or expected research expenses.

### 13.11 Certification of Degree

Upon successful completion of all coursework, students will be certified for graduation by the graduate program manager.

### 13.12 Leave of Absence

Students who are in good standing may apply for a leave of absence from



the program. Such a leave of absence is usually granted for a maximum of no more than one year and must be formalized by a written request. After that time, the student must contact the department for possible re-entry into the program.

The program reserves the right to set entry conditions that must be met when a student returns from a Leave of Absence. A student will be granted only one leave of absence from the program.

Refer to the university's policy on Leave of Absence and Return from Leave:

<https://www.cmu.edu/hub/registrar/leaves-and-withdrawals/>

### 13.13 Withdrawal of Degree

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:

<https://www.cmu.edu/policies/student-and-student-life/withdrawal-of-a-degree.htm>  
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### 13.14 Advising

#### **Role of Graduate Program Manager**

The Graduate Program Manager will serve as the primary advisor to all MITS and MS IRP students. The advisor's role is to:

- offer advice on appropriate courses to meet individual career goals;
- recommend faculty mentors and thesis advisors;
- support students through the internship search process and long-term career planning;
- monitor student progress throughout the program;
- process student requests and forms;
- recommend and refer to campus support resources, if needed;
- recommend disciplinary or academic action, if needed;
- meet at the conclusion of each semester to discuss student progress and to provide progress documentation to the student.

#### **Role of the Faculty Thesis Advisor (MS IRP)**

Students must confirm a thesis advisor by the conclusion of the fall

semester of the second year (fall semester of fifth year for MS IRP-AMP). The thesis advisor may be any core faculty member or senior lecturer within the Carnegie Mellon Institute for Security and Technology.

Please see [Section 13.6](#) (above) for more information.

### **Role of the Faculty Capstone Advisor (MITS)**

While completing the capstone project, MITS students will be advised by a CMIST affiliated faculty member throughout the duration of the group project. The faculty's advisory role is meant to help facilitate communication channels between group members and to offer mentorship with project management strategies and research processes. The faculty advisor will also be responsible for helping groups to maintain their deliverable schedule and evaluating/inputting grades upon completion of the project.

### 13.15 Summary of Graduate Student Appeal and Grievance Procedures

The process for handling various academic and non-academic policy violations or other grievances vary from grievance to grievance. A Summary of Graduate Student Appeal and Grievance Procedures can be reviewed on the Graduate Education website:

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

The process for addressing alleged violations of non-academic policies and appeal procedures can be found on the University Policies website at:

<https://www.cmu.edu/graduate/policies/appeal-grievance-procedures.html> and in

The Word, including contact information for questions.

Generally, graduate students are expected to seek informal resolution of all concerns within the applicable department, unit or program before invoking formal processes. When an informal resolution cannot be reached, however, a graduate student who seeks further review of the matter is to follow the formal procedures outlined [here](#).

## **14 Grading and Evaluation**

### 14.1 CMIST Grading Scale/System

CMU graduate students in the master's year, will follow the following graduate grading scale outlined below.

Grade	Quality Points	Definition
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A	4.0	
A-	3.67	
B+	3.33	
B	3.00	
B-	2.67	
C+	2.33	
C	2.00	
C-	1.67	
R	0.0	Failure
P	Non-Factorable	Passing ( $\geq$ B-)
N	Non-Factorable	Not Passing ( $<$ B-)
O	Non-Factorable	Audit
W	Non-Factorable	Withdrawal
I	Non-Factorable	Incomplete
AD	Non-Factorable	Credit granted for work completed at another institution or examination credit

MS IRP-AMP students in their senior year (first year of the MS IRP-AMP) will follow the undergraduate grading scale found in the undergraduate catalog.

CMIST conducts academic progress reviews of its graduate students each semester in the fall and spring terms in order to monitor individual student performance. In assessing a student's performance, CMIST looks to academic achievement, personal responsibility, and overall progress. Should a student's effort fall below the acceptable level of academic performance and/or fail to meet standards established by Carnegie Mellon and CMIST, the student will be appropriately notified, presented with a suggested plan for improvement, and notified of the risks associated with failure to improve.

#### 14.2 Department Policy on Grades for Retaking a Course

Any student who fails a course will have the failure reviewed by the faculty committee during the end-semester academic review. Under advisement from the committee, the Graduate Program Manager may require the student to repeat the course in order to complete the degree completion requirements.

#### 14.3 Department Policy on pass/fail, satisfactory/unsatisfactory

All courses to be used toward degree completion requirements must be

letter-bearing. Students may take elective courses for their educational enrichment on a pass/fail basis, with the understanding that they will not fulfill degree requirements. Note that Dietrich College does not consider a C+ or below as a “passing” grade at the graduate level:

<https://www.cmu.edu/hub/registrar/grade-options/pnp-conversion.html>.

#### 14.4 Independent Study/Directed Reading

An independent study (IS) course is one that is:

- designed by the student for further study in a particular area of interest, and
- used when there is no formal course available in a given subject area.

Independent study courses may be 6 or 12 units. Each Independent Study course, regardless of the proposed units, will fulfill the requirement of one elective course only. A maximum of one (1) Independent Study is permitted toward degree completion requirements.

An Independent Study course must be advised and approved by at least one faculty member, as well as the Graduate Program Manager. Agreement to supervise an Independent Study course is purely voluntary on the part of the faculty member. It is the duty of the student, therefore, to negotiate the terms and conditions of the Independent Study with the pertinent faculty member(s) or members of the technical staff who will be supervising the study. These individuals are referred to as “Independent Study Supervisors”.

The “[Proposal for Independent Study](#)” form must be submitted NO LESS THAN 2 weeks before the end of the semester preceding the term in which the proposed IS will take place.

#### 14.5 University Policy on Grades

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

This policy document details university grading principles for students taking courses and covers the specifics of assigning and changing grades, grading options, drop/withdrawals and course repeats. It also defines the undergraduate and graduate grading standards.

## 14.6 Process for Appealing Final Grades

<https://www.cmu.edu/student-affairs/theword/academic/appeal-of-grades-and-academic-actions.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.

## 14.7 Policy on Grades for Transfer Courses

<https://www.cmu.edu/policies/student-and-student-life/transfer-credit-evaluation-and-assignment.html>

Carnegie Mellon University offers students the opportunity to take courses for credit through a cross-registration program (see Pittsburgh Council on Higher Education (PCHE) and Cross-registration below) and through the receipt of transfer credit from other accredited institutions. The Carnegie Mellon University transcript will include information on such courses as follows: Carnegie Mellon courses and courses taken through the university's cross-registration program will have grades recorded on the transcript and be factored into the QPA. All other courses will be recorded on this transcript indicating where the course was taken, but without grade. Such courses will not be taken into account for academic actions, honors or QPA calculations.

## 14.8 Satisfactory Academic Standing

Student progress will be monitored each semester. Should a student's cumulative or semester QPA in graduate coursework drop below 3.0 during any semester (including senior year graduate coursework for AMP students), they may be placed on departmental probation for the following semester and required to improve their performance to the acceptable 3.0 QPA during that period. Terms of probation will be at the discretion of the department, but may include suspension of applicable departmental

fellowships, mandatory course retakes, or required advisor meetings. Failure to improve a QPA to 3.0 or better within the following semester of coursework may result in termination from the program.

Refer to specific programmatic QPA requirements above in the [MITS](#) and [MS IRP](#) sections

## 14.9 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 CMIST students are expected to be familiar with and abide by the [Carnegie Mellon Code](#), which is found in The Word student handbook. These standards of behavior are an important part of upholding the ethos and prestige of CMIST and Carnegie Mellon University as a whole.

## 15 Safeguarding Educational Equity

### 15.1 Assistance for Individuals with Disabilities

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

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

<https://rainier.accessiblelearning.com/cmu/> or email [access@andrew.cmu.edu](mailto:access@andrew.cmu.edu) to begin the interactive accommodation process.

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

## 15.2 Sexual Misconduct Policy

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

The University's Sexual Misconduct Policy is available at:

<https://www.cmu.edu/policies/administrative-and-governance/sexual-misconduct/index.html>

The University's Policy Against Retaliation is available at:

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

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

- Office for Institutional Equity and Title IX

<http://www.cmu.edu/title-ix/>

412-268-7125

[institutionalequity@cmu.edu](mailto:institutionalequity@cmu.edu)

- University Police

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

412-268-2323

Additional resources and information can be found at:

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

## 15.3 Gestational and Parental Accommodations

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

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

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

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

### *Accommodations for Gestational Parents*

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

- **Short-Term Accommodation for Gestational Parents** – A short term absence from academic responsibilities up to a maximum of six (6) weeks. Short-Term Accommodation may be extended by two (2) weeks, for a total of eight (8) weeks, where a longer absence is medically necessary. Prior to the absence students must work with relevant university faculty and staff to adjust their course work, research, teaching and other academic responsibilities during the period of absence. This may include extensions of time to complete assignments, incomplete grades, and/or dropping courses, shifting research responsibilities and adjusting TA assignments. Students who take a Short-Term Accommodation will remain enrolled.
- **Formal Leave of Absence**– A formal leave of absence under the Student Leave Policy. Generally, the Student Leave Policy permits students to take a leave of absence for a full-semester, mini-semester, or for the time remaining in the semester during which the leave is taken. Students who take a Formal Leave of Absence

(<https://www.cmu.edu/policies/student-and-student-life/student-leave.html>

) drop all remaining courses for the semester and are unenrolled for the semester. International students must consult with the Office of



International Education (<https://www.cmu.edu/oie/>) before considering this option due to visa implications.

### *Financial Assistance for Student Parents*

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

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

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

## 15.4 Consensual Intimate Relationship Policy Regarding Undergraduate Students

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

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

## 16 Additional CMIST and University Policies and Protocols

### 16.1 Verification of Enrollment

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/enrollment.html>

### 16.2 Change of Address

CMIST students are responsible for notifying CMIST 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>.

### 16.3 New Policies / “Grandfather” Policy

When policies change, it is because the department recognizes that the newly-adopted rule is an improvement. Students enrolled in a degree program that is affected by a change in policy may, in some cases, choose to be governed by the policy in effect at the time of their matriculation.

### 16.4 Employment Eligibility Verification

If you are receiving a stipend, are a TA, or are planning to have a position with CMU then Employment Eligibility Verification is required. Form I-9 must be completed within 3 business days of beginning work for any type of compensation (stipend or employment). Additional details are highlighted below. To ensure compliance with federal law, Carnegie Mellon University maintains the [Employment Eligibility Verification \(I-9\) Policy \[pdf\]](#) covering the university’s I-9 and E-Verify requirements:

- Every individual receiving a stipend from CMU or employed by CMU must comply with the I-9 Policy by completing the Form I-9 within three business days following the first day of stipend start date/employment.
- Individuals who expect to work on a federally funded project are further responsible for submitting an E-Verify Processing Request Form to the Office of Human Resources if required.
- For more information, please see CMU’s [Guidance for Completing the Form I-9 and E-Verify Requirements at CMU \[pdf\]](#), or visit the Human Resources Service website to learn more about Form I-9 and E-Verify and to schedule an appointment to complete the Form I-9.
- Students who fail to complete the Form I-9 in a timely manner may have stipend payments suspended. If employed by the university, an individual who fails to timely complete the Form I-9 may be subject to disciplinary action up to and including termination of employment.

## 17 Financial Support

### 17.1 Statement of Department Financial Support

Students are expected to make normal progress toward their degree in order to graduate within the standard timeframe for their program of study. Under U.S. Federal Title IV regulations, student eligibility for federal financial aid is contingent upon enrollment in and successful completion of courses that are counted as credit toward their current degree program. To receive the maximum amount of federal and state financial aid for which they may be eligible, students must enroll each semester in at least 36 units that count toward their current degree level. CMU institutional undergraduate grants support undergraduate degree completion and on-time graduation; institutional undergraduate grants for students in undergraduate programs and in IBM programs are renewable for eight semesters.

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

### 17.2 Types of Department Funding

Conference Funding is a funding application process provided by GSA and the Provost's Office for students, student work groups or groups to attend a conference, whether as a participant or as a presenter. The process is managed by the Office of Graduate and Postdoctoral Affairs. Students can find more information about the application process and deadlines at:

<https://www.cmu.edu/graduate/professional-development/index.html>

### 17.3 Research Funding

CMIST provides research funding to support MS IRP students' Thesis research. Please see the [Thesis Guidelines](#) for more information.

GuSH Research Funding is a source of small research grant funds provided by GSA and the Provost's Office and 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/research-funding/index.html>

## 17.4 University Financial Aid

Graduate students should consult the graduate student financial aid information found on The HUB website:

<https://www.cmu.edu/sfs/financial-aid/graduate/index.html>. Students will find the Graduate Financial Aid Guide, information about funding options and how to apply for financial aid and other helpful links.

## 17.5 Office of the Dean of Students Emergency Support Funding

Graduate students who find themselves in need of immediate funds for emergency situations should contact the Office of the Dean of Students:

<https://www.cmu.edu/student-affairs/dean/>  
to inquire about the types of emergency funding available to enrolled students.

# Highlighted University Resources for Graduate Students



Note: The following pages are meant to broadly include only some of the resources available to graduate students. It is not an exhaustive appendix of resources, and students are strongly encouraged to visit the various websites linked below for the most up-to-date information.

## 18 Key Resources for Graduate Student Support

### 18.1 Office of Graduate and Postdoctoral Affairs

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

[graded@cmu.edu](mailto:graded@cmu.edu)

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

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

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

### 18.2 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 curricular experience at Carnegie Mellon including the coordination of student support. Graduate students will find the enrollment information for Domestic Partner Registration and Parental Accommodations in the Office of the Dean of Students or on their website. This Office also manages the Student Emergency Support Funding process. There are currently three forms of support funding for enrolled students: emergency student loans, student parental loans, and the Tartan Emergency Support Fund. Inquiring students will be provided with additional information about the various types of funding during a consultation meeting with a member of the Dean of Students team. Tuition costs are not

eligible for Student Emergency Support funding.

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

### 18.3 The Division of Student Affairs

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

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

### 18.4 Center for Student Diversity & Inclusion

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

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

The Center offers resources to enhance an inclusive and transformative student experience in dimensions such as access, success, campus climate and

intergroup dialogue. Additionally, the Center supports and connects historically underrepresented students and those who are first in their family to attend college in a setting where students' differences and talents are appreciated and reinforced, both at the graduate and undergraduate level.

Initiatives coordinated by the Center include, but are not limited to:

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

## 18.5 Assistance for Individuals with Disabilities

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

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

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

## 18.6 Eberly Center for Teaching Excellence & Educational Innovation

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

The Eberly Center offers a wide variety of confidential, consultation services and professional development programs to support graduate students as teaching assistants or instructors of record during their time at Carnegie Mellon University and as future faculty members at other institutions. Regardless of one's current or future teaching context and duties, Eberly's goal is to disseminate evidence-based teaching strategies in ways that are accessible



and actionable. Programs and services include campus-wide Graduate Student Instructor Orientation events and our Future Faculty Program, both of which are designed to help participants be effective and efficient in their teaching roles. The Eberly Center also assists departments in creating and conducting customized programs to meet the specific needs of their graduate student instructors. Specific information about Eberly Center support for graduate students is found at:

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

## 18.7 Graduate Student Assembly

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

The Graduate Student Assembly (GSA) is the branch of Carnegie Mellon Student Government that represents and advocates for the diverse interests of all graduate students at CMU. GSA is composed of representatives from the different graduate programs and departments who want to improve the graduate student experience at the different levels of the university. GSA is funded by the Student Activities Fee from all graduate students. GSA passes legislation, allocates student activities funding, advocates for legislative action locally and in Washington D.C. on behalf of graduate student issues and needs, and otherwise acts on behalf of all graduate student interests. GSA's recent accomplishments are a testament to their making a difference, and steps to implementing the vision laid out by the strategic plan.

<https://www.cmu.edu/stugov/gsa/about-the-gsa/strategic-plan.html>

GSA offers an expanding suite of social programming on and off-campus to bring graduate students from different departments together and build a sense of community. GSA is the host of the Graduate Student Lounge on the 3rd floor of the Cohon University Center. GSA also maintains a website of graduate student resources on and off-campus. GSA continues to rely on student feedback to improve the graduate student experience at CMU. Feel free to contact them at [gsa@cmu.edu](mailto:gsa@cmu.edu) to get involved, stop by their office in the Cohon University Center Room 304 or become a representative for your department.

## 18.8 Office of International Education (OIE)

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

Carnegie Mellon hosts international graduate and undergraduate students who come from more than 90 countries. The Office of International Education (OIE) is the liaison to the University for all non-immigrant students and scholars, as well the repository for study abroad opportunities. OIE provides many services

including: advising on personal, immigration, study abroad, academic, and social and acculturation issues; presenting programs of interest such as international career workshops, tax workshops, and cross-cultural and immigration workshops; international education and statistics on international students in the United States; posting pertinent information to students through email and the OIE website and conducting orientation and pre-departure programs.

## 18.9 Veterans and Military Community

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

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

## 18.10 Carnegie Mellon Ethics Hotline

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

The health, safety and well-being of the university community are top priorities at Carnegie Mellon University. CMU provides a hotline that all members of the university community should use to confidentially report suspected unethical activity, violations of university policy, or violations of law. Students, faculty and staff can anonymously file a report by calling 1-844-587-0793 or visiting <https://cmu.ethicspoint.com/>. All submissions are reported to appropriate university personnel and handled discreetly.

**The hotline is NOT an emergency service. For emergencies, call University Police at 412-268-2323.**

## 18.11 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>

## 19 Key Offices for Academic & Research Support

### 19.1 Computing and Information Resources

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

Computing Services maintains and supports computing resources for the campus community, including the campus wired and wireless networks, printing, computer labs, file storage, email and software catalog. As members of this community, we are all responsible for the security of these shared resources. Be sure to review the Safe Computing

(<https://www.cmu.edu/computing/safe/>) section and the University Computing Policy (<https://www.cmu.edu/policies/information-technology/computing.html>)

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

### 19.2 Student Academic Success Center

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

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

### 19.3 University Libraries

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

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

- Locating and obtaining specific resources

- Providing specialized research support
- Advanced training in the use and management of data

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

## 19.4 Research at CMU

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

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

## 19.5 Office of Research Integrity & Compliance

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

The Office of Research Integrity & Compliance (ORIC) is designed to support research at Carnegie Mellon University. The staff work with researchers to ensure research is conducted with integrity and in accordance with federal and Pennsylvania regulation. ORIC assists researchers with human subject research, conflicts of interest, responsible conduct of research, export controls, and institutional animal care & use. ORIC also provides consultation, advice, and review of allegations of research misconduct.

# 20 Key Offices for Health, Wellness & Safety

## 20.1 Counseling & Psychological Services

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

Counseling & Psychological Services (CaPS) affords the opportunity for students to talk privately about academic and personal concerns in a safe, confidential setting. An initial consultation at CaPS can help clarify the nature

of the concern, provide immediate support, and explore further options if needed. These may include a referral for counseling within CaPS, to another resource at Carnegie Mellon, or to another resource within the larger Pittsburgh community. CaPS also provides workshops and group sessions on mental health related topics specifically for graduate students on campus. CaPS services are provided at no cost. Appointments can be made in person, or by telephone at 412-268-2922.

## 20.2 Health Services

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

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

UHS also has a registered dietician and health promotion specialists on staff to assist students in addressing nutrition, drug and alcohol and other healthy lifestyle issues. In addition to providing direct health care, UHS administers the Student Health Insurance Program. The Student Health Insurance plan offers a high level of coverage in a wide network of health care providers and hospitals. Appointments can be made by visiting UHS's website, walk-in, or by telephone, 412-268-2157.

## 20.3 Campus Wellness

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

At Carnegie Mellon, we believe our individual and collective well-being is rooted in healthy connections to each other and to campus resources. The university provides a wide variety of wellness, mindfulness and connectedness initiatives and resources designed to help students thrive inside and outside the classroom.

## 20.4 Religious and Spiritual Life Initiatives (RSLI)

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

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

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

## 20.5 University Police

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

x2323

The University Police Department is located at 4551 Filmore Street. The department's services include police patrols and call response, criminal investigations, fixed officer and foot officer patrols, event security, and crime prevention and education programming as well as bicycle and laptop registration. Visit the department's website for additional information about the staff, emergency phone locations, crime prevention, lost and found, fingerprint services, and annual statistic reports. Carnegie Mellon University publishes an annual campus security and fire safety report describing the university's security, alcohol and drug, sexual assault, and fire safety policies. The report also contains statistics about the number and type of crimes committed on the campus and the number and cause of fires in campus residence facilities during the preceding three years. Graduate students can obtain a copy by contacting the University Police Department at [x2323](tel:x2323). The annual security and fire safety report is also available online at:

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

## 20.6 Shuttle and Escort Services

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

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

## 21 The WORD

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

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