Institute for Politics and Strategy
2018-2019
Accelerated Master of Science in International Relations and Politics
Graduate Handbook

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University General Information

Graduate Student Handbook Information
This document is intended to be a source of information for students in the Accelerated Master of Science in International Relations and Politics (IRP/AMP) in the Institute for Politics and Strategy (IPS) within the Dietrich College of Humanities and Social Sciences. Herein, you can expect to find information on a broad range of policies, procedures, university and program-specific resources, ranging from academic policies to campus dining options. We hope that you will find the guide useful. Be aware, however, that the IPS and the IRP/AMP adheres to all university guidelines and procedures, detailed below.

University Policies & Expectations

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

- Academic Integrity Website: [https://www.cmu.edu/student-affairs/ocsi/academic-integrity/index.html](https://www.cmu.edu/student-affairs/ocsi/academic-integrity/index.html)
- University Policies Website: [www.cmu.edu/policies/](http://www.cmu.edu/policies/)
- Graduate Education Website: [http://www.cmu.edu/graduate/policies/index.html](http://www.cmu.edu/graduate/policies/index.html)

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](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: [www.cmu.edu/policies/documents/Disc.html](http://www.cmu.edu/policies/documents/Disc.html) and in The Word at: [www.cmu.edu/student-affairs/theword//comm_standards/standards.html](http://www.cmu.edu/student-affairs/theword//comm_standards/standards.html), including contact information for questions.

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

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


The Statement of Assurance can also be found on-line at: [https://www.cmu.edu/policies/administrative-and-governance/statement-of-assurance.html](https://www.cmu.edu/policies/administrative-and-governance/statement-of-assurance.html).
The Carnegie Mellon Code
Students at Carnegie Mellon, because they are members of an academic community dedicated to the achievement of excellence, are expected to meet the highest standards of personal, ethical and moral conduct possible.

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

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

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

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


University Policy on Plagiarism and Cheating
The Institute for Politics and Strategy adheres to all university guidelines and procedures, including the University Policy on Plagiarism and Cheating. Please review the entire policy at: www.cmu.edu/policies/documents/Academic%20Integrity.htm.

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

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

Statute of Limitations
As outlined in Carnegie Mellon’s Master’s Students Statute of Limitations, https://www.cmu.edu/policies/student-and-student-life/masters-students-statute-of-limitations.html, students who have matriculated at Carnegie Mellon beginning Fall 2012 will complete all requirements for the master’s degree within a maximum of five years from original matriculation as a master’s student, per program-specific
policy. Once this time-to-degree limit has lapsed, a student 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.

**Safeguarding Educational Equity**

**Policy Against Sexual Harassment and Sexual Assault**

Sexual harassment and sexual assault are prohibited by CMU, as is retaliation for having brought forward a concern or allegation in good faith. The policy can be viewed in its entirety at: [www.cmu.edu/policies/documents/SA_SH.htm](http://www.cmu.edu/policies/documents/SA_SH.htm).

If you believe you have been the victim of sexual harassment or sexual assault, you are encouraged to contact any of the following resources:

- Office of Title IX Initiatives: 412-268-7125, [www.cmu.edu/title-ix/](http://www.cmu.edu/title-ix/)
- Sexual Harassment Advisers: a list of advisers can be found in appendix A of the Policy Against Sexual Harassment and Sexual Assault
- Survivor Support Network: a list of support individuals can be found in appendix B of the Policy Against Sexual Harassment and Sexual Assault
- Sexual Harassment Process and Title IX Coordinators: a list can be found in section II of the Policy Against Sexual Harassment and Sexual Assault
- University Police: 412-268-2323; [www.cmu.edu/police](http://www.cmu.edu/police)
- University Health Services: 412-268-2157; [www.cmu.edu/HealthServices](http://www.cmu.edu/HealthServices)
- Counseling and Psychological Services: 412-268-2922; [www.studentaffairs/cmu.edu/counseling](http://www.studentaffairs/cmu.edu/counseling)

**Maternity Accommodation Protocol**

Students whose anticipated delivery date is during the course of the semester may consider taking time away from their coursework. All female students who give birth to a child while engaged in coursework are eligible to take either a short-term absence or formal leave of absence. Students should consider either working with their instructors to receive incomplete grades, elect to drop to part-time status, or take a semester leave of absence.

Students are encouraged to consult with relevant university faculty and staff as soon as possible as they begin making plans regarding time away. Students must contact the Office of the Dean of Student Affairs to register for Maternity Accommodations. Students will complete an information form and meet with a member of the Dean’s Office staff to determine resources and procedures appropriate for the individual student. Planning for the student’s discussion with her academic contact(s) – adviser, associate dean, etc. – will be reviewed during this meeting.
Students are encouraged to review the entire protocol at: www.cmu.edu/student-affairs/theword/acad_standards/creative/studentmaternityprotocol.html

Change of Address
IPS students are responsible for notifying IPS 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.

In addition to the contents of this handbook, graduate students are expected to be familiar with The Word, Carnegie Mellon University Student Handbook. The Word contains additional information regarding University-wide policies, some of which are specific to graduate students, procedures, resources and opportunities. The Word can be found on-line at: www.cmu.edu/student-affairs/theword.

Academic Integrity Statement
In the midst of self-exploration, the high demands of a challenging academic environment can create situations where some students have difficulty exercising good judgment. Academic challenges can provide many opportunities for high standards to evolve if students actively reflect on these challenges and if the community supports discussions to aid in this process. It is the responsibility of the entire community to establish and maintain the integrity of our university.

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

Please review the University expectations at: www.cmu.edu/academic-integrity/.

Please review the entire policy at: www.cmu.edu/policies/documents/Academic%20Integrity.htm.

Key Offices for Graduate Student Support
Office of the Assistant Vice Provost for Graduate Education
www.cmu.edu/graduate; grad-ed@cmu.edu
The Office of the Assistant Vice Provost for Graduate Education, AVPGE, directed by Suzie Laurich-McIntyre, Ph.D., Assistant Vice Provost for Graduate Education, provides central support for graduate students in a number of roles. These include being an ombudsperson and resource person for graduate students as an
informal advisor; resolving formal and informal graduate student appeals; informing and assisting in forming policy and procedures relevant to graduate students; and working with departments on issues related to graduate students and implementation of programs in support of graduate student development.

The Office of the AVPGE often collaborates with the division of Student Affairs to assist graduate students with their Carnegie Mellon experience. Senior members of the student affairs staff are assigned to each college (college liaisons) and are often consulted by the Assistant Vice Provost for Graduate Education and departments on an individual basis to respond to graduate student needs.

The Office of the Assistant Vice Provost for Graduate Education (AVPGE) offers a robust schedule of professional development opportunities. Some are geared towards a specific population (master’s students, PhD students at the beginning of their program, graduate students seeking tenure track positions, etc.) and others are open to all graduate students (time management, balancing, staying healthy). A full schedule of programs is at http://www.cmu.edu/graduate/.

The Office of the AVPGE also coordinates several funding programs, and academically focused seminars and workshops that advise, empower and help retain all graduate students. The fundamental goals of our programs have been constant: first, to support, advise and guide individual graduate students as they work to complete their degrees; second, to contribute to the greatest degree possible to the diversification of the academy. Visit the Graduate Education website for information about:

- Conference Funding Grants
- Graduate Small Project Help (GuSH) Research Funding
- Graduate Student Professional Development: seminars, workshops and resources

Office of the Dean of Student Affairs
www.cmu.edu/student-affairs/index.html

The Office of the Dean provides central leadership of the metacurricular experience at Carnegie Mellon. The offices that fall under the division of Student Affairs led by Vice President and Dean of Student Affairs Gina Casalegno, include (not an exhaustive list):

- Athletics
- Career and Professional Development Center
- Cohon University Center
- Counseling & Psychological Services (CaPS)
- Dining Services
- Housing Services
- Office of Community Standards and Integrity
- Office of Student Leadership, Involvement, and Civic Engagement
- University Health Services
- Wellness Initiatives
Graduate students will find the enrollment information for **Domestic Partner Registration** and **Maternity Accommodations** in the Office of the Dean of Student Affairs and on the website. The Office of the Dean of Student Affairs also manages the **Emergency Student Loan** (ESLs) process. The Emergency Student Loan service is available through generous gifts of alumni and friends of the university. The Emergency Student Loan is an interest-free, emergency-based loan repayable within 30 days. Loans are available to enrolled students for academic supplies, medication, food or other expenses not able to be met due to unforeseeable circumstances.

The Office of Integrity and Community Standards also provides consultation, support, resources and follow-up on questions and issues of Academic Integrity: [www.cmu.edu/academic-integrity](http://www.cmu.edu/academic-integrity).

**Center for Student Diversity & Inclusion**
[https://www.cmu.edu/student-diversity/](https://www.cmu.edu/student-diversity/)
Diversity and inclusion have a singular place among the values of Carnegie Mellon University. The Center for Student Diversity & Inclusion actively cultivates a strong, diverse and inclusive community capable of living out these values and advancing research, creativity, learning and development that changes the world.

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

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

**Assistance for Individuals with Disabilities**
The Office of Disability Resources at Carnegie Mellon University has a continued mission to provide physical and programmatic campus access to all events and information within the Carnegie Mellon community. We work to ensure that qualified individuals receive reasonable accommodations as guaranteed by the Americans with
Disabilities Act (ADA) and Sections 503 and 504 of the Rehabilitation Act of 1973. Students who would like to receive accommodations can begin the process through Disability Resources secure online portal or email access@andrew.cmu.edu to begin the interactive accommodation process.

Students with disabilities are encouraged to self-identify with the Office of Disability Resources by contacting Catherine Getchell, 412-268-6121, getchell@cmu.edu to access the services available at the university and initiate a request for accommodations.

Eberly Center for Teaching Excellence & Educational Innovation
www.cmu.edu/teaching
Support for graduate students who are or will be teaching is provided in many departments and centrally by the Eberly Center for Teaching Excellence & Educational Innovation. The Eberly Center offers activities for current and prospective teaching assistants as well as any graduate students who wish to prepare for the teaching component of an academic career. The Center also assists departments in creating and conducting programs to meet the specific needs of students in their programs. Specific information about Eberly Center support for graduate students is found at www.cmu.edu/teaching/graduatesupport/index.html.

Carnegie Mellon Ethics Hotline
The health, safety and well-being of the university community are top priorities at Carnegie Mellon University. CMU provides a hotline that all members of the university community should use to confidentially report suspected unethical activity relating to financial matters, academic and student life, human relations, health and campus safety or research.

Students, faculty and staff can anonymously file a report by calling 877-700-7050 or visiting www.reportit.net (user name: tartans; password: plaid). All submissions are reported to appropriate university personnel.

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

Graduate Student Assembly
www.cmu.edu/stugov/gsa/index.html
The Carnegie Mellon Student Government consists of an Executive Branch and a Legislative Branch. This is the core of traditional student government, as governed by the Student Body Constitution. The Executive Branch serves the entire student body, graduate and undergraduate, and consists of one president and four vice-presidents. The Legislative Branch for graduate students, The Graduate Student Assembly (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 also contributes a significant amount of funding for
Conferences and research, available to graduate students through application processes managed by the Office of the Assistant Vice Provost for Graduate Education. GSA also plans various social opportunities for graduate students and maintains a website of graduate student resources on and off-campus, [http://www.cmu.edu/stugov/gsa/resources/index.html](http://www.cmu.edu/stugov/gsa/resources/index.html). Each department has representation on GSA and receives funding directly from GSA’s use of the student activities fee for departmental activities for graduate students. The department rep(s) is the main avenue of graduate student representation of and information back to the graduate students in the department.

**Intercultural Communication Center (ICC)**
[www.cmu.edu/icc/](http://www.cmu.edu/icc/)
The Intercultural Communication Center (ICC) is a support service offering both credit and non-credit classes, workshops, and individual appointments designed to equip nonnative English speakers (international students as well as international students who attended high school and/or undergraduate programs in the U.S.) with the skills needed to succeed in academic programs at Carnegie Mellon. In addition to developing academic literacy skills such as speaking, reading and writing, students can learn more about the culture and customs of the U.S. classroom. The ICC also helps international teaching assistants (ITAs) who are non-native English speakers develop fluency and cultural understanding to teach successfully at Carnegie Mellon and provides ITA testing, required testing indicating a nonnative speaking student has a language proficiency required before being allowed to work with undergraduates in classes, labs or individual meetings.

**Office of International Education (OIE)**
[http://www.cmu.edu/oie/](http://www.cmu.edu/oie/)
Carnegie Mellon hosts international graduate and undergraduate students who come from more than 90 countries. Office of International Education (OIE) is the liaison to the University for all non-immigrant students and scholars. OIE provides many services including: advising on personal, immigration, academic, social and acculturation issues; presenting programs of interest such as international career workshops, tax workshops, and cross-cultural and immigration workshops; maintaining a resource library that includes information on cultural adjustment, international education and statistics on international students in the United States; posting pertinent information to students through email and the OIE website, and conducting orientation programs.

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

**Key Offices for Academic and Research Support**
Computing and Information Resources  
[www.cmu.edu/computing](http://www.cmu.edu/computing)
Computing Services provides a comprehensive computing environment at Carnegie Mellon. Graduate students should seek Computing Services for information and assistance with your Andrew account, network access, computing off-campus, campus licensed software, email, calendar, mobile devices, computer security, cluster services and printing. Computing Services can be reached at it-help@cmu.edu.

The Carnegie Mellon Computing Policy establishes guidelines and expectations for the use of computing, telephone and information resources on campus. The policy is supported by a number of guidelines graduate students should know. The policy and guidelines are available at: www.cmu.edu/computing/guideline/index.html.

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

**Office of Research Integrity & Compliance**
www.cmu.edu/research-compliance/index.html
The Office of Research Integrity & Compliance (ORIC) is designed to support research at Carnegie Mellon University. The staff work with researchers to ensure research is conducted with integrity and in accordance with federal and Pennsylvania regulation. ORIC assists researchers with human subject research, conflicts of interest, responsible conduct of research, export controls, intellectual property rights and regulations, and institutional animal care & use. ORIC also consults on, advises about and handles allegations of research misconduct.

**Key Offices for Health, Wellness, and Safety**

**Counseling & Psychological Services**
https://www.cmu.edu/counseling/
Counseling & Psychological Services (CaPS) affords the opportunity for students to talk privately about issues that are significant for them in a safe, confidential setting. Students sometimes feel confused about why they are feeling upset and perhaps confused about how to deal with it. An initial consultation with a CaPS therapist will clarify options and provide a recommendation to the appropriate mental health resource at Carnegie Mellon or the larger Pittsburgh community. CaPS services are provided at no cost. Appointments can be made in person or by telephone, 412-268-2922.

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

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

**Campus Wellness**
https://www.cmu.edu/wellness/

At the university, we believe our individual and collective well-being is rooted in healthy connections to each other and to campus resources. The university provides a wide variety of wellness, mindfulness and connectedness initiatives and resources designed to help students thrive inside and outside the classroom. The BeWell@CMU e-newsletter seeks to be a comprehensive resource for CMU regarding all wellness-inspired events, announcements and professional and personal development opportunities. To sign up for the e-newsletter, text BEWELLATCMU to 22828 and share your preferred email address.

**University Police**
http://www.cmu.edu/police/
412-268-2323

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

**Shuttle and Escort Services**
University Police coordinates the Shuttle Service and Escort Service provided for CMU students, faculty, and community. University Police Shuttle & Escort website has full information about these services, stops, routes, tracking and schedules.

Carnegie Mellon University publishes an annual campus security and fire safety report describing the university’s security, alcohol and drug, sexual assault, and fire safety policies and containing statistics about the number and type of crimes committed on the campus and the number and cause of fires in campus residence facilities during
the preceding three years. Graduate students can obtain a copy by contacting the University Police Department at 412-268-6232. The annual security and fire safety report is also available online at https://www.cmu.edu/police/Fire%20and%20Safety%20Reports.html.
Institute for Politics and Strategy Overview

The Institute for Politics and Strategy (IPS) is dedicated to the study of politics through the discipline of political science with support from other social science disciplines. In this way, IPS carries on a respected tradition of interdisciplinary political science at Carnegie Mellon University. The Institute for Politics and Strategy also builds upon the university’s rich heritage of applying basic science to issues of public policy.

At various times during the past fifty years, CMU faculty members have been innovators of what is now known as formal theory and public choice. Indeed, some of them were involved in the founding and early meetings of scholarly organizations in these areas. Political science teaching and research took place in numerous CMU colleges but by the early 2000s most teaching and research in political science occurred in the Department of Social and Decision Sciences (SDS). Home also to research and teaching in behavioral economics, complex social systems, decision science, and strategy, entrepreneurship, and technological change, SDS supported a rigorous undergraduate and doctoral program in political science focused on US politics, quantitative methods, formal theory, game theory, and social choice.

Started during the 1999-2000 academic year, the additional major in international relations stood alongside the political science major. That major, the university’s first full-scale undergraduate teaching program in international relations, was a joint initiative of the Department of History, the Department of Modern Languages, and the Department of Social and Decision Sciences. As student enrollment flourished and the opportunity arose to develop the major’s social science component, the additional major became a stand-alone course of study. It was renamed International Relations and Politics (IRP) and moved to the Department of Social and Decision Sciences. The name of the major signifies that those studying IRP learn about international relations and domestic politics from the standpoint of the discipline of political science. Thus, the IRP major preserves and expands CMU’s tradition in political science.

At the same time, IRP taps into and contributes to CMU’s strengths in other social sciences that combine analytical and empirical methods. IRP has recently launched an innovative initiative to incorporate decision science in international relations. It will enable students to learn and apply the burgeoning science of judgment and decision making to understanding political actors’ strategies and foibles, the strengths and weaknesses of formal methods of policy analysis (e.g., cost, risk, benefit, analysis), and the factors shaping public responses to politics and policies.

Founded in 2015, IPS serves as a center for research, undergraduate and graduate education and university-wide initiatives in the fields of political science, international relations, national security policy and grand strategy. In December 2017, IPS was elevated to university-wide institute. IPS is now governed by the deans of the Dietrich College of Humanities and Social Sciences, the College of Engineering and the School of Computer Science. Degrees from IPS programs are from the Dietrich College, with the exception of the interdisciplinary MITS program, which is granted by the School of Computer Science. This new status builds on growing collaborations across CMU’s campus, especially new efforts that involve technology, policy, and the social sciences.
IRP is the flagship academic program in IPS. The major provides the rich set of courses and programmatic offerings that have made it an attractive course of study for students from all of CMU’s colleges.

Basic science is the foundation for the public policy activities of IPS. Analytical social science and interdisciplinary research and teaching are used to better understand, explain, anticipate, and solve public policy problems.

The CMU traditions of analytical political science and applied social science are reflected in the range of degree programs and entities that IPS supports and oversees. The academic programs included in the Institute for Politics and Strategy are:

- International Relations and Politics Major (primary and additional);
- International Relations and Politics Minor;
- Politics and Public Policy Minor;
- Cybersecurity and International Conflict Minor;
- Accelerated Master of Science in International Relations and Politics; and
- Master of Information Technology Strategy.

The IRP minor shares core courses with the IRP major. The minor in Politics and Public Policy has a greater focus on domestic politics and public policy than either the IRP major or minor.

The **Accelerated Master of Science in International Relations and Politics (IRP/AMP)** is open only to Carnegie Mellon undergraduate students. Students should have an undergraduate major, additional major, or minor in International Relations and Politics, they should have participated in the Carnegie Mellon University Washington Semester Program, or they should have special approval from the faculty admissions committee. Current undergraduates will apply for the IRP/AMP during the junior year. The primary focus of the IRP/AMP is international security, along with additional courses in political institutions.

The **Master of Information Technology Strategy (MITS)** program provides graduate students with core interdisciplinary competencies in cyber security. The master’s program is a joint initiative of the College of Engineering, Dietrich College, and the School of Computer Science. IPS manages the Dietrich College portion of MITS. The Institute for Software Research, a department in the School of Computer Science, is the administrative home for MITS.

IPS administers these initiatives:

- The Center for International Relations and Politics;
- The Carnegie Mellon University Washington Semester Program; and
- The Institute for Strategic Analysis.

The Center for International Relations and Politics (CIRP) is a university hub for scholarly and policy-oriented activities on domestic and international issues. CIRP supports and promotes student and faculty research and hosts national and international thought leaders through its Policy Forum.

The **Carnegie Mellon University Washington Semester Program (CMU/WSP)** is a semester-long program for undergraduates interested in taking courses and interning in Washington. The minor in Politics and Public Policy
may be earned by completing CMU/WSP and taking an additional core course in the International Relations and Politics major.

Founded in 2013, the Institute for Strategic Analysis facilitates and supports CMU faculty members interested in bringing their scientific research to bear upon problems of national security. These problems include terrorism, cyber challenges, war avoidance, intelligence, and the intersection of energy and security. ISA facilitates strategic engagements between CMU faculty and leaders in the defense and intelligence community as they seek mutually beneficial ways to have basic research inform national security policy.
Degree Rationale

Students will earn the degree of Master of Science in International Relations and Politics through the accelerated master’s program.

At the end of the Cold War, there was widespread belief among democratic elites that the end of history finally had arrived. They predicted that the United States (indeed the West, if not the world) would benefit from the peace dividend resulting from the dissolution of the Soviet Union and the undisputed role of the United States as the world’s predominant power. But the spread of democracy across Eastern Europe and Latin America as the Cold War ended has been met with highly unanticipated reversals. Relations among nation-states are in flux. In the twenty-first century, the United States has been engaged in continuous Middle East and South Asian wars, intense territorial disputes among the great powers (US, China, and Russia) are redefining the international landscape, civil wars routinely spill over into larger regional conflicts, and cyber warfare and terrorism intersect in deadly ways.

For the generation of students we are now teaching, war has been a constant in their lifetime. Accordingly, the primary focus of the International Relations and Politics Accelerated Master’s Program (IRP/AMP) is international security.

Areas other than international security, such as political economy and income distribution, clearly bear upon twenty-first century politics and are causal factors in major international outcomes. International security is the focus of this program, however, because the Institute for Politics and Strategy already offers in-depth courses and policy initiatives to undergraduate and graduate students in this area. Furthermore, international issues such as trade and development are being taught in other CMU graduate programs. IRP/AMP will not only fill intellectual lacunae at CMU but will also offer courses and research opportunities to graduate students across the university who seek to become conversant in the concepts and theories associated with the study of international relations.

Perhaps at no time since the interwar period of the twentieth century has there been so much uncertainty about what path the international system will take and how states will internally organize themselves. During this current period of uncertainty, transformation, and chaos, there is no denying President Barack Obama’s dictum: The United States is the world’s indispensable nation. In other words, the United States is the main nation-state actor that helps to organize and enforce norms in the anarchic international system. It is a system marked by the absence of any authority above states or any commonly agreed-upon authority for the use of force – the opposite of domestic society. Perforce, understanding domestic political institutions must be a component of the accelerated master’s program.

It is important to comprehend how the political institutions of other nations function because domestic political processes of all sorts help to shape international relations. Theorists of international relations no longer contend, as they did a half century ago, that politics stops at the water’s edge. International security will be the area of concentration in this accelerated master’s program. Courses in political institutions also will be integral to IRP/AMP because they will enrich students’ scientific understanding of political processes.
Departmental Resources

IPS Department Personnel
Students can access information about the Institute for Politics and Strategy at the following website: www.cmu.edu/ips.

<table>
<thead>
<tr>
<th>Name/Title</th>
<th>Office</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
</table>
| **Professor Kiron Skinner**  
*Director; Taube Professor* | PH 223F  | 412-268-3238  | kskinner@andrew.cmu.edu         |
| **Emily Half**  
*Deputy Director* | BH A55B  | 412-268-7082  | ehalf@andrew.cmu.edu            |
| **Edie Yetts**  
*Business Manager* | PH 223F  | 412-268-8715  | eyetts@andrew.cmu.edu           |
| **Emily Baddock**  
*Carnegie Mellon University  
Washington Semester Program (CMU/WSP) Executive Director* | United Methodist Building, Suite 510 Washington, DC  | 202-608-8316  | ebaddock@andrew.cmu.edu         |
| **José López**  
*Program Manager* | PH 100A  | 412-268-8818  | jmls@cmu.edu                    |
| **TBD**  
*Center for International Relations and Politics (CIRP) Research Coordinator* | PH 100B  | 412-268-9608  |                                 |
| **TBD**  
*Administrative Coordinator* | United Methodist Building, Suite 510 Washington, DC | 202-608-8316 |                                 |

IPS Faculty are listed on the [IPS website](http://www.cmu.edu/ips).

- Please contact the deputy director, Emily Half, [ehalf@andrew.cmu.edu](mailto:ehalf@andrew.cmu.edu), Baker Hall A55B, 412-268-7082, with any questions or concerns.
- Additionally, students may confer with the university graduate student ombudsman, Suzie Laurich-McIntyre, [slaurichmcintyre@cmu.edu](mailto:slaurichmcintyre@cmu.edu), on issues of process or other concerns as they navigate conflicts. Suzie Laurich-McIntyre is the Assistant Vice Provost for Graduate Education.

College Personnel
Dietrich College of Humanities and Social Sciences Dean: Richard Scheines  
Dietrich College of Humanities and Social Sciences Associate Dean: Jay Devine

College graduate student resources are listed at [http://www.cmu.edu/dietrich/graduate/index.html](http://www.cmu.edu/dietrich/graduate/index.html).

Departmental Information
Lab/Office Space – Students who conduct research with the Center for International Relations and Politics will work in Porter Hall 100A and will coordinate their schedule with the CIRP Research Coordinator.
Department Office/Building Security, Repairs and Services—Report damages and repairs needed to the business manager.

Degree Attainment

Statute of Limitations
As outlined in the Master’s Students Statute of Limitations, students who have matriculated at Carnegie Mellon beginning Fall 2012 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. [http://www.cmu.edu/policies/documents/MastersStudentStatuteLimitations.html](http://www.cmu.edu/policies/documents/MastersStudentStatuteLimitations.html)

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. (See Appendix B for a Best Practices example.)

Full-time Status and Part-time Status
Full-time students will complete the Accelerated Master of Science in International Relations and Politics according to the following schedule:

<table>
<thead>
<tr>
<th>Fall- Senior Year</th>
<th>Units</th>
<th>Spring- Senior Year</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comparative Political Institutions Graduate Seminar</td>
<td>12</td>
<td>International Security Graduate Seminar</td>
<td>12</td>
</tr>
<tr>
<td>TOTAL M.S. IRP Units</td>
<td>18</td>
<td>Total M.S. IRP Units</td>
<td>21</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall- Fifth Year</th>
<th>Units</th>
<th>Spring- Fifth Year</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Globalization, International Organizations &amp; International Law Graduate Seminar</td>
<td>12</td>
<td>IRP Graduate Policy Forum</td>
<td>6</td>
</tr>
<tr>
<td>Advanced Research Methods</td>
<td>12</td>
<td>IRP Graduate Thesis</td>
<td>18</td>
</tr>
<tr>
<td>Concentration Course</td>
<td>12</td>
<td>Concentration Course</td>
<td>12</td>
</tr>
<tr>
<td>Concentration Course</td>
<td>12</td>
<td>Concentration Course</td>
<td>12</td>
</tr>
<tr>
<td>----------------------</td>
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<td>----------------------</td>
<td>----</td>
</tr>
<tr>
<td>TOTAL M.S. IRP Units</td>
<td>48</td>
<td>TOTAL M.S. IRP Units</td>
<td>48</td>
</tr>
</tbody>
</table>

Part-time students must have an alternative plan of study approved by the Deputy Director, Emily Half.

**Department Registration Process and 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 Deputy Director each semester prior to registration.

**Course Requirements**
The M.S. IRP program requirements include 135 units, divided as follows:

0. **Prerequisite Courses**: (27 units) Must be completed before the end of the fourth year.
   - 84-104 Decision Processes in American Political Institutions
   - 84-275 Comparative Politics
   - 84-326 Theories of International Relations

I. **Graduate Core Seminars**: (60 units)
   - 84-720 International Security Graduate Seminar (12 units)
   - 84-722 Comparative Political Institutions Graduate Seminar (12 units)
   - 84-736 Analytical Social Science and National Security: Emerging Challenges in National Security (6 units)
   - 84-725 Globalization, International Organizations, and International Law Graduate Seminar (12 units)
   - 84-765 Advanced Research Methods (12 units)
   - 84-750 IRP Graduate Policy Forum Seminar (6 units)

II. **IRP Graduate Thesis (84-799)**: (18 units) Spring of Fifth Year

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 Institute for Politics and Strategy to complete the IRP Graduate Thesis. The final paper will be reviewed and approved by the faculty adviser for the thesis and the faculty director of the Institute for Politics and Strategy.

III. **Language Requirement**: Students must complete one advanced 300- or 400-level course (9 units) in a modern language other than English.

IV. **Concentration Coursework**: (48 units)

Students will take a minimum of 36 units (3 courses) in the International Security Concentration. The remaining 12 units (1 course) may be taken from the list of Political Institutions Electives. Courses listed in the concentrations below are subject to change.
International Security Concentration

- 84-605 The Future of Warfare
- 84-609 Political Behavior
- 84-611 International Development: Theory and Praxis
- 84-612 Gender and Development in Sub-Saharan Africa
- 84-613 International Organizations and Law
- 84-614 International and Subnational Security
- 84-615 Contemporary Debates in Human Rights
- 84-619 U.S. Foreign Policy and Interventions in World Affairs
- 84-621 Autocrats and Democrats
- 84-622 Nonviolent Conflict and Revolution
- 84-623 War and Peace
- 84-624 Democracies and War
- 84-625 Contemporary American Foreign Policy
- 84-662 Diplomacy and Statecraft
- 84-669 Decision Science for International Relations
- 84-670 Global Nuclear Politics
- 84-680 Grand Strategy in the United States
- 84-686 The Privatization of Force
- 84-687 Technology and Policy of Cyber War
- 84-688 Concepts of War and Cyber War
- 84-689 Terrorism and Insurgency
- 84-690 Social Media, Technology, and Conflict
- 88-635 Decision Science and Policy

Political Institutions Electives

- 84-602 Judicial Politics and Behavior
- 84-610 International Political Economy
- 84-620 Domestic Politics and International Affairs
- 84-663 Comparative Legal Systems
- 84-666 Presidential Politics: So, You Want to Be President of the United States
- 84-693 Legislative Decision Making: US Congress

Coursework Related Policies/Protocols

Undergraduate courses taken in the Institute for Politics and Strategy (84-xxx) may not also count toward the M.S. IRP course requirements.

A maximum of 36 units of graduate courses out of the 135 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.) In no case can a student satisfy the M.S. IRP requirements with fewer than 99 units that apply only to the master’s degree.

Exceptions are made only with prior approval of the director and the deputy director.
Transfer Courses and PCHE must be pre-approved by the deputy director. Student must receive a grade of “B” or better for the course to transfer and count toward the Accelerated Master of Science in International Relations and Politics, with the exception of language classes, which may have a grade of “C” or better. It is generally not acceptable to take core courses outside of the Institute for Politics and Strategy at Carnegie Mellon University. [https://www.cmu.edu/policies/student-and-student-life/transfer-credit-evaluation-and-assignment.html](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. (Note: suspended students may take courses elsewhere; however, they may receive transfer credit only if their college’s and department’s policies allow this.)

**Grades and Grading**

Students in their senior year (first year of the IRP/AMP) will follow the undergraduate grading scale found in the undergraduate catalog.

Students in the master’s year will follow the following graduate grading scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td></td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
<td></td>
</tr>
<tr>
<td>R</td>
<td>0.0</td>
<td>Failure</td>
</tr>
<tr>
<td>P</td>
<td>Non-Factorable</td>
<td>Passing</td>
</tr>
<tr>
<td>N</td>
<td>Non-Factorable</td>
<td>Not Passing</td>
</tr>
<tr>
<td>O</td>
<td>Non-Factorable</td>
<td>Audit</td>
</tr>
<tr>
<td>W</td>
<td>Non-Factorable</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>I</td>
<td>Non-Factorable</td>
<td>Incomplete</td>
</tr>
<tr>
<td>AD</td>
<td>Non-Factorable</td>
<td>Credit granted for work completed at another institution or examination credit</td>
</tr>
</tbody>
</table>
IRP/AMP students are required to have a minimum cumulative graduate QPA of 3.00 in order to graduate with the M.S. in International Relations and Politics.

Individual course grades of a “B-“ and lower are considered not satisfactory progress toward degree completion. IPS conducts academic progress reviews each mid- and end-semester period in the fall and spring terms in order to monitor individual student performance.

In assessing a student’s performance, IPS 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 the IRP/AMP program, the student will be appropriately notified, presented with a suggested plan for improvement, and notified of the risks associated with failure to improve.

**Academic Probation**

Student progress will be monitored each semester. Should a student’s overall QPA drop below 3.0 during any semester, he/she may be placed on departmental probation for the following semester and required to improve his/her performance to the acceptable 3.0 QPA during that period. Failure to improve a QPA to 3.0 or better within the following semester may result in termination from the program.

**Change of Grades**

Final grades will be changed only in exceptional circumstances and only with the approval of the instructor and the program.

A graduate student who believes that the final grade assigned for a course is incorrect should:

1. Discuss the matter informally with the course instructor responsible for the course in which the student believes an inappropriate grade has been awarded;
2. Provide evidence that the grade issued was not the grade earned.
3. If the instructor agrees, the instructor should contact the deputy director to process a Change of Grade Form in order to correct the grade that was issued in error.
4. If the instructor and the graduate student do not agree, and the student is not satisfied with the instructor’s grade decision, the student may appeal to the institute director within fourteen (14) days of the final grade award. This is done with a formal, written letter, and provision of the appropriate documentation. Please copy the deputy director on the appeal letter. For university policy on grade appeals, visit [www.cmu.edu/hub/registration/graduates/grading.html](http://www.cmu.edu/hub/registration/graduates/grading.html) and [https://www.cmu.edu/policies/student-and-student-life/grading.html](https://www.cmu.edu/policies/student-and-student-life/grading.html).

**Pass/Fail Courses**

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.

**Incomplete Grades**

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. However, 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 others.

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.

**Examination Schedules**
The University’s official final examination period begins on the Monday immediately following the last day of classes and continues through the last day of scheduled final examinations, with the exception of reading day(s).

Scheduled final examinations are those scheduled by Enrollment Services: [www.cmu.edu/hub/courses/exams.html](http://www.cmu.edu/hub/courses/exams.html)

An instructor may choose not to set a schedule for the final examination, rather allowing each student to choose his/her examination time. Such exams are called self-scheduled examinations.

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

**Drop/Add Procedures**
For policies and procedures regarding the implications of adding and dropping courses, please refer to: [www.cmu.edu/policies/](http://www.cmu.edu/policies/) (carefully review the “Drop/Withdrawal Grades” subsection).

Please consult the Official Academic Calendar for official add/drop dates: [www.cmu.edu/hub/calendar.html](http://www.cmu.edu/hub/calendar.html).

**Master’s Thesis**
All IRP/AMP students must successfully complete a master’s thesis, worth 18 units.

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 20-40 pages.  
   a. Preceded by a Master’s Thesis Title Page  
III. A 2,000 word journal article derived from the master’s thesis. This article will be published in the [CIRP Journal](http://cirp journals).  
   a. A signed CIRP Journal Submission and Publication Agreement

Upon completion of the research and writing of the thesis, the student will defend his/her work through an open forum oral presentation. The student will submit the thesis to the thesis adviser for final review and comments. The thesis adviser may request additional work or additions to the thesis after the oral presentation/defense. The student will submit, to the deputy director, an electronic copy of the final thesis and all associated materials, including a Master’s Thesis Signature Page that includes the signature of the master’s
student and the master’s thesis adviser. The deputy director will obtain the Institute for Politics and Strategy director’s signature on the thesis cover sheet. Her signature will confirm completion of the master’s thesis.

Please see the IRP/AMP Master’s Thesis Guidelines for complete information about the thesis requirement.

**Graduate Certification and Degree Title**

Upon successful completion of all coursework, students will be certified for graduation by the deputy director.

Degree title appears on the degree as follows:

Master of Science in International Relations and Politics

**Process for Taking and Returning from 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 IRP/AMP.

Refer to the university’s policy on Leave of Absence and Return from Leave: [https://www.cmu.edu/hub/registrar/leaves-and-withdrawals/](https://www.cmu.edu/hub/registrar/leaves-and-withdrawals/).

**Process for Withdrawing from the Program**

Students who have no intention of returning to the IRP/AMP program are required to complete the withdrawal form and submit it to the deputy director: [https://www.cmu.edu/hub/registrar/leaves-and-withdrawals/](https://www.cmu.edu/hub/registrar/leaves-and-withdrawals/).

**Withdrawal of a 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.html](https://www.cmu.edu/policies/student-and-student-life/withdrawal-of-a-degree.html).

**Enrollment Verification**

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

**Academic Integrity**

Students at Carnegie Mellon are engaged in intellectual activity consistent with the highest standards of the academy. The relationship between students and instructors and their shared commitment to overarching standards of respect, honor and transparency determine the integrity of our community of scholars. The actions of our students, faculty and staff are a representation of our university community and of the professional and personal communities that we lead. Therefore, a deep and abiding commitment to academic integrity is fundamental to a Carnegie Mellon education. Honesty and good faith, clarity in the communication of core
values, professional conduct of work, mutual trust and respect, and fairness and exemplary behavior represent the expectations for ethical behavior for all members of the Carnegie Mellon community.

*Cheating* occurs when a student avails her/himself of an unfair or disallowed advantage which includes but is not limited to:

1. Theft of or unauthorized access to an exam, answer key or other graded work from previous course offerings.
2. Use of an alternate, stand-in or proxy during an examination.
3. Copying from the examination or work of another person or source.
4. Submission or use of falsified data.
5. Using false statements to obtain additional time or other accommodation.
6. Falsification of academic credentials.

*Plagiarism* is defined as the use of work or concepts contributed by other individuals without proper attribution or citation. Unique ideas or materials taken from another source for either written or oral use must be fully acknowledged in academic work to be graded. Examples of sources expected to be referenced include but are not limited to:

1. Text, either written or spoken, quoted directly or paraphrased.
2. Graphic elements.
3. Passages of music, existing either as sound or as notation.
5. Scientific data.
6. Concepts or material derived from the work, published or unpublished, of another person.

*Unauthorized assistance* refers to the use of sources of support that have not been specifically authorized in this policy statement or by the course instructor(s) in the completion of academic work to be graded. Such sources of support may include but are not limited to advice or help provided by another individual, published or unpublished written sources, and electronic sources. Examples of unauthorized assistance include but are not limited to:

1. Collaboration on any assignment beyond the standards authorized by this policy statement and the course instructor(s).
2. Submission of work completed or edited in whole or in part by another person.
3. Supplying or communicating unauthorized information or materials, including graded work and answer keys from previous course offerings, in any way to another student.
4. Use of unauthorized information or materials, including graded work and answer keys from previous course offerings.
5. Use of unauthorized devices.
6. Submission for credit of previously completed graded work in a second course without first obtaining permission from the instructor(s) of the second course. In the case of concurrent courses, permission to submit the same work for credit in two courses must be obtained from the instructors of both courses.
Procedures for dealing with allegations of these policy violations are detailed in the university’s Academic Disciplinary Action Procedures for Undergraduate Students and the Academic Disciplinary Action Procedures for Graduate Students, which are published in The WORD student handbook. Periodic review of these procedures will be overseen by the Dean of Student Affairs or her/his designee in consultation with Faculty Senate and the relevant student governing bodies. Any amendments to these procedures are subject to the approval of Faculty Senate. Additional guidelines and procedures for graduate students may exist at the college/department/program level, in which case they are communicated in the college/department/program graduate student handbook.

Please review the University expectations at: [https://www.cmu.edu/student-affairs/ocsi/academic-integrity/index.html](https://www.cmu.edu/student-affairs/ocsi/academic-integrity/index.html). Please review the entire policy at [https://www.cmu.edu/policies/student-and-student-life/academic-integrity.html](https://www.cmu.edu/policies/student-and-student-life/academic-integrity.html).

**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.

**Internship**

In addition to coursework, students are required to complete a summer internship in a related field 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.

Students are required to complete a 10-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.

IRP/AMP should begin working early in the fall of the fifth year with the CMU/WSP executive director to identify and apply for internships. Individual strategy meetings will be held with each student to jump-start the process. IPS will provide assistance with:

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

**Advising**

**Role of the Adviser**

The deputy director will serve as the primary adviser to all IRP/AMP students. The adviser’s role is to:

- offer advice on appropriate courses to meet individual career goals;
- recommend faculty mentors and thesis advisers;
- 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 Adviser
Students must confirm a thesis adviser by the conclusion of the fall semester of the fifth year. The thesis adviser may be any faculty member within the Institute for Politics and Strategy.

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

The student should consult with the thesis adviser over email, in person, or over the phone. The student should arrange periodic meetings with the thesis adviser to assist with problems and assure adequate progress. The thesis adviser should help monitor and guide the student’s research progress. It is the student’s job to adhere to the thesis completion timeline in order to graduate on time. The student and thesis adviser should stay within the timeline created in the proposal as closely as possible. Ultimately, the student is responsible for the timely completion of the thesis. If the student experiences difficulties communicating with the thesis adviser, he/she should inform the deputy director as soon as a potential problem is apparent.

Tuition and Financial Aid

Program Tuition and Financial Aid
Students continue to pay undergraduate tuition and fees in the fourth year and maintain their regular undergraduate financial aid packages. Students are assessed full-time Dietrich College graduate tuition and fees for the fifth year. Rates are listed on the HUB’s website: [http://www.cmu.edu/hub/tuition/graduate/index.html](http://www.cmu.edu/hub/tuition/graduate/index.html)

The Institute for Politics and Strategy will provide full-time IRP/AMP students with a half-tuition fellowship for the fifth (full graduate year) of study at Carnegie Mellon University. In exchange for this fellowship, students will be assigned a role as a teaching assistant (TA) in an undergraduate course in the Institute for Politics and Strategy (IPS) or a research associate (RA) in IPS or the Center for International Relations and Politics. Students will not receive additional compensation for being a grader or RA as it will fulfill part of the terms of the half-tuition fellowship.

IPS/CIRP Research Associate (RA)

- Contribute to quantitative/qualitative research projects;
- Draft briefing books on current foreign policy issues using database and archival research; and
• Provide logistical assistance for CIRP events throughout the year.

IPS Teaching Assistant (TA)
• 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.

Students found responsible for academic integrity or disciplinary violations may be subject to review and removal of fellowship funds.

Students may apply for additional graduate financial aid through CMU’s Financial Aid Office: http://www.cmu.edu/finaid/basics/graduate/aid.html.

University Financial Aid
Graduate students should consult the graduate student financial aid information found on The HUB website: http://www.cmu.edu/hub/new-grad/enroll-finance.html. Students will find the Graduate Financial Aid Guide, information about funding options, how to apply for financial aid, and other helpful links.

Graduate students who find themselves in need of immediate funds for emergency situations should contact the Office of the Dean of Student Affairs, www.cmu.edu/student-affairs/index.html, to inquire about an Emergency Student Loan.

Carnegie Mellon Employees Reimbursement Procedure
Contact the Benefits Office (412-268-2049) for specific information on tuition benefits. You must complete a Tuition Remission form each semester in order to receive these benefits. To receive a Tuition Remission form, visit the Human Resources website at: www.cmu.edu/hr.

Note: Because tuition remission is a taxable benefit, employees of Carnegie Mellon University assume the payment of taxes for any graduate courses taken.

Full-Time/Part-Time Student Status Requirements
To be considered a full-time student, a student must be registered for a minimum of 36 units in every semester. All international students are required by federal law to maintain full-time status. Failure to maintain full-time status will result in loss of a student visa (and, therefore, “permit of stay”). All students who have a Stafford Loan cannot drop below part-time status.

Internal and External Fellowships.
IRP/AMP accepts students with internal CMU and external fellowships. Students who are interested in applying for external fellowships should consult with the deputy director and the Office of Scholarships and Fellowship at http://www.cmu.edu/fso/.