**2022-2023
Academic Year**

Master of Science in
International Relations & Politics

Graduate Handbook

IPS **Carnegie Mellon University**
Institute for Politics and Strategy

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

WELCOME

While this handbook and your college graduate student handbook are specific to your academic experience in the department, there are several other resources and offices graduate students are encouraged to consult during their tenure at Carnegie Mellon University. Information about The Word, the student handbook, the Office of Graduate and Postdoc Affairs, the Office of the Dean of Student Affairs and others are included in Appendix A of this handbook.

MISSION

Carnegie Mellon University

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.

Institute for Politics and Strategy

Founded in 2015, the Institute for Politics and Strategy (IPS) is a university-wide institute for research and undergraduate and graduate education in the fields of international relations, political science, and national security.

DEGREES OFFERED

At IPS, analytical social science and interdisciplinary research and teaching are used to better understand, explain, anticipate, and solve public policy problems. We employ scientific methods to expand our comprehension of the organization of human society around the exercise of power, in our own country and around the globe. In this way, we foster in students the ability to think, research, and write about politics systematically. In the opening two decades of the 21st century, the years in which our current students were born and have come of age, the world has become more interconnected but not less complex and challenging. More often these days, problems faced by one society are faced by many societies – including economic development, mobility, equality, public health, freedom, and security.

Thinking systematically about politics in order to understand the ways in which leaders construct foreign and national security policy; the impact of domestic and international forces on states' security and economic policies; and the significance of alliances, coalitions, and international institutions for world politics are core objectives in IPS. Courses and research opportunities across this diverse intellectual spectrum provide the foundation for IPS studies and are at the heart of the Institute for Politics and Strategy.

We achieve this goal through both undergraduate and graduate academic programs, along with research opportunities. The CMU traditions of analytical political science and applied social science – along with the IPS commitment to providing an intellectually diverse yet cooperative and supportive environment -- are reflected in the degree programs and academic offerings that make up the IPS offerings. These include:

- BS International Relations and Politics Major (primary and additional);
- BS Economics and Politics (primary and additional);
- Cybersecurity and International Conflict Minor;
- International Relations and Politics Minor;
- Military Strategy and International Relations Minor;
- Politics and Public Policy Minor;
- The Carnegie Mellon University Washington Semester Program;
- MS International Relations and Politics (traditional and accelerated); and
- Master of Information Technology Strategy.

The Master of Science in International Relations and Politics (MS IRP) is a competitive degree to students seeking advanced coursework in the field by providing a robust methodological framework, interdisciplinary social science content, and practical experience. Students specialize in one of four conventional areas of political science: international security, international relations, American politics, and comparative politics. Small classes within IPS result in close student-faculty relationships and, often, publishable work. Graduate student work will be published in the *CMU Journal of Politics & Strategy*. IPS's position on Capitol Hill, dedicated staff to support the internship and job search process, robust opportunities through the IPS Policy Seminar and networking receptions, work in concert to position our master's students and alumni to successfully navigate the professional world of policy and current political landscape. The MS IRP is a two-year full-time program with a required internship in the summer between the first and second years. Students may take a maximum of 54 units per semester and a minimum of 36 units per semester. Part-time options are available only after consultation with the department. Targeted enrollment is ten to fifteen students per cohort.

The Accelerated Master of Science in International Relations and Politics (MS IRP-AMP) is open only to Carnegie Mellon undergraduate students. Students should have an undergraduate major, additional major, or minor in IPS, 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 apply for the MS IRP-AMP during the junior year.

GRADUATE STUDENT HANDBOOK INFORMATION

This document is intended to be a source of information for students in the Master of Science in International Relations and Politics (MS IRP) 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 IPS and the MS IRP adheres to all university guidelines and procedures, detailed below.

UNIVERSITY GENERAL INFORMATION

UNIVERSITY POLICIES & EXPECTATIONS

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

- **The Word/Student Handbook**: www.cmu.edu/student-affairs/theword//index.html
- **Academic Integrity Policy**: https://www.cmu.edu/policies/student-and-student-life/academic-integrity.html
- **University Policies Website**: www.cmu.edu/policies/
- **Office of Graduate and Postdoc Affairs**: http://www.cmu.edu/graduate/policies/index.html

Please see Appendix A for additional information about The Word and University resources.

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: www.cmu.edu/policies/documents/Disc.html and in The Word, including contact information for questions.

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.

EMPLOYMENT ELIGIBILITY VERIFICATION

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

Form I-9 must be completed within 3 business days of beginning work for any type of compensation (stipend or employment). Additional details are highlighted below.

To ensure compliance with federal law, Carnegie Mellon University maintains the Employment Eligibility Verification (I-9) Policy [pdf] covering the university's I-9 and E-Verify requirements:

- Every individual receiving a stipend from CMU or employed by CMU must comply with the I-9 Policy by completing the Form I-9 within three business days following the first day of stipend start date/employment.
- Individuals who expect to work on a federally funded project are further responsible for submitting an E-Verify Processing Request Form to the Office of Human Resources.
- For more information, please see CMU's Guidance for Completing the Form I-9 and E-Verify Requirements at CMU [pdf], or visit the Human Resources Service website to learn more about Form I-9 and E-Verify and to schedule an appointment to complete the Form I-9."

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.

CARNEGIE MELLON UNIVERSITY STATEMENT OF ASSURANCE

https://www.cmu.edu/policies/administrative-and-governance/statement-of-assurance.html

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.

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

THE CARNEGIE MELLON CODE

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

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.

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.

SAFEGUARDING EDUCATIONAL EQUITY

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 to begin the interactive accommodation process.

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

POLICY AGAINST SEXUAL HARASSMENT AND SEXUAL ASSULT

The University prohibits sex-based discrimination, sexual harassment, sexual assault, dating/ domestic violence and stalking. The University also prohibits retaliation against individuals who bring forward such concerns or allegations in good faith.   The University's Sexual Misconduct Policy is available at https://www.cmu.edu/policies/administrative-and-governance/sexual-misconduct/index.html. The University's Policy Against Retaliation is available at https://www.cmu.edu/policies/administrative-and-governance/whistleblower.html. If you have been impacted by any of these issues, you are encouraged to make contact with any of the following resources:

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

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

CHILDBIRTH/MATERNITY ACCOMMODATION PROTOCOL

Students whose anticipated delivery date is during the course of the semester may consider taking time away from their coursework and/or research responsibilities. Any student who gives birth to a child while engaged in coursework or research is eligible to take either a short-term absence or formal 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 appropriate academic contact(s) (advisor, associate dean, etc.) may be reviewed during this meeting.
- Students in course work should consider options for the semester of the anticipated birth such as working with their course instructors to receive incomplete grades, electing to drop to part-time status or taking a full semester leave of absence.
- Students engaged in research must work with their faculty to develop plans for the research for the time they are away and for resuming upon return.
- Master's students who receive an academic stipend funded by Carnegie Mellon are eligible to continue to receive stipend funding for up to six (6) weeks during a Short-Term Maternity Accommodation or a Formal Leave of Absence. Continued academic stipend funding may be extended by two (2) weeks, for a total of eight (8) weeks, if an absence longer than six weeks is medically necessary. To receive this support students must be registered with the Office of the Dean of Students.

Students are encouraged to review the entire protocol at: https://www.cmu.edu/graduate/programs-services/maternity-accommodation-protocol.html.

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.

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.

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: 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.

DEPARTMENTAL RESOURCES

IPS DEPARTMENT PERSONNEL

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

Name/Title	Office	Phone	Email
Mark Kamlet *Interim Director*	Posner Hall 385A	412-268-6684	kamlet@cmu.edu
Emily Half *Deputy Director*	Posner Hall 391	412-268-7082	ehalf@andrew.cmu.edu
Kelly Voss *Graduate Program Manager*	Posner Hall 382D	412-268-7227	kvoss@cmu.edu
Rosalie Woolf *Event & Program Manager*	Posner Hall 388	412-268-8818	rwoolf@andrew.cmu.edu
Abby Schachter *Military Programs and Research Manager*	Posner Hall 382C	412-268-6419	aschacht@andrew.cmu.edu
Edie Yetts *Business Manager*	Posner Hall 389	412-268-8715	eyetts@andrew.cmu.edu
Meghan Mattern *CMU/WSP Senior Program Manager*	United Methodist Building, Washington, DC	202-608-8316	mmattern@andrew.cmu.edu

IPS Faculty and a full departmental directory are listed on the IPS website.

- Please contact the graduate program manager, Kelly Voss, kvoss@cmu.edu, with any questions or concerns.
- Additionally, students may confer with the university Office of Graduate and Postdoc Affairs, 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.

DIETRICH COLLEGE PERSONNEL

Dietrich College of Humanities and Social Sciences Dean: Richard Scheines

Dietrich College of Humanities and Social Sciences Associate Deans: Jay Devine, Sharon Carver

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

DEGREE PROGRESS & ATTAINMENT

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 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 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 (see "Statute of Limitations" section below) regarding guidelines and restrictions which place an upper limit on the maximum length of time allowable for master's degree completion and certification.

INTEGRATED BACHELOR & MASTER'S DEGREE PROGRAMS

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. (See details below.)

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

Additional Guidance for MS IRP-AMP Students

Program of study

Students seeking guidance about their program of study and degree requirements should consult with their academic advisor and/or appropriate associate dean.

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 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.

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.

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+2 semesters IBM model, as referenced in the section prior (see "Integrated Bachelor and Master's Programs" in this document).

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.

DEPARTMENT REGISTRATION PROCESS AND PROCEDURES

Students will register for their courses through the Student Information Online (SIO) system: 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.

FULL-TIME AND PART-TIME STATUS

To be considered a full-time student, a student must be registered for a minimum of 36 units in every semester. All students who have a Stafford Loan cannot drop below part-time status. 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"). International students must be in full-time status for all semesters and need to consult the Office of International Education if they may not be in full time status.

MS IRP DEGREE REQUIREMENTS

The Master of Science in International Relations and Politics has two tracks to degree attainment: A two-year Master's (MS IRP) and an Accelerated Master's Program (MS IRP-AMP), open to current CMU undergraduates only.

MS IRP DEGREE RATIONALE

The Institute for Politics and Strategy (IPS) seeks to train the next generation of political scientists who can examine and understand domestic and international government institutions and processes in the twenty-first century's continuously changing global political structure. War has been a constant in our students' lives, and that unfortunately does not look like it will change soon. But what is changing is the political landscape of war – from wars between nations to non-state actors like ISIS and Boko Haram. Coupled with an increasingly global society, international relations and politics are extremely important for preparing students to analyze and manage uncertainty and transformation in many pursuits and places.

The Master of Science in International Relations and Politics (MS IRP) serves four academic goals.

The first is to allow students to specialize in one of four conventional areas of political science: international security, international relations, American politics, and comparative politics.

IPS also offers a unique subset of courses focused on international security. IPS has robust course offerings in cybersecurity and international conflict. Students who select the international security concentration will analyze the role of cyber warfare and cybersecurity in international politics – past, present, and future. Cyber-attacks by nation-states and their proxies have the potential to

reshape how wars are fought in the twenty-first century. As such, the complexity and policy challenge of cyber-engagements is immense and without precedent. The concentration addresses the role of deterrence, dissuasion, and attribution in cyber conflict, while also studying the nuances of key components of modern warfare -- from security dilemmas to escalation management. The coursework tackles the social-scientific dimensions of cybersecurity with a focus on the implications of the cyber age for modern statecraft, warfare, elections, and politics, more generally.

A second goal is to equip students with strong methodological skills. Students pursuing the MS IRP will master the diverse skills needed to conduct advanced quantitative and qualitative research. This will be a significant advantage for our graduates in both the policy world and when applying for PhD or JD programs. Students are required to take Regression Analysis for Political Science (RAPS) I and II. RAPS I will teach students to conduct bivariate and multivariate linear regression models. Students will learn about analysis of variance, parameter estimation, hypothesis testing, interpretation of estimates, model fit, models with dummy variables, model predictions, model diagnostics, and basic data visualizations. RAPS I will also train our students in using R statistical software, making them competent in this key research tool in the field of political science. Materials for this course will include instructions and examples using Stata, and there will be a strong emphasis in conducting exercises and learning from applied examples. At the end of RAPS II, students will be able to evaluate critically most studies that use statistical tools in political science research, and be able to design and carry out original research applying quantitative methods. Among other topics, we will examine the violations of regression assumptions (e.g., multicollinearity, heteroscedasticity, autocorrelation, measurement error, and specification error), interaction terms, analysis of residuals, maximum likelihood estimation procedures, models with ordinal dependent variables, and non-linear models. There will be an emphasis in using graphical tools to aid interpretation and presentation of results.

The *Qualitative Methods in Social Science Research* mini covers qualitative research tools. Some of our MS IRP students will want to conduct interviews for their theses and future work. In this course, students will become familiar with the inferential logic of process tracing and the basics of the counterfactual approach to observational data analysis. They will also learn how to conduct case studies and collect and manipulate primary-source records.

A third goal is to guide students in the production of a significant thesis. The *Thesis Proposal Tutorial* is devoted to improving intentionality in formulating a thesis proposal. This course will familiarize students with the structure of a thesis, the roles of its different elements, and its connection to the broader research literature. As part of the mini course, faculty members will illustrate these processes as manifested in their own research. Students will have the opportunity to submit their work for publication in the *CMU Journal of Politics and Strategy*.

The fourth goal is to prepare students to enter the policy world (should they choose to do so) with a deserved sense of self-efficacy, accompanied by professional skills. Students are required to complete a summer internship in a related field between the first and second year of the

program. The internship will allow students to synthesize the program's studies in the context of practical and hands-on experiential learning opportunities. IPS has dedicated staff to support students in all aspects of the internship process.

In addition to the required internship, students will participate in IPS-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.

The IPS Policy Forum is one key way in which IPS brings international relations and politics into the intellectual conversation at CMU. The IPS Policy Forum regularly brings diplomats, scholars, policymakers, journalists, and other thought leaders to the university to address major issues facing the United States and the world. MS IRP students will enroll in a three-unit IPS Policy Seminar each semester and be expected to participate in and reflect on their interactions throughout the IPS Policy Forum lectures and roundtable discussions.

MS IRP

COURSE REQUIREMENTS

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

CORE COURSES: (96 units)

- 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 IPS Policy Seminar (12 units total, 3 units per semester)

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 chosen concentration. For a complete list of courses by concentration, students are directed to: https://www.cmu.edu/ips/graduate-degrees/msirp/curriculum.html

INTERNSHIP (84-705): (0 units) *Summer between Year One and Year Two*

THESIS (84-799): (18 units) *Spring of Year Two*

All students must complete a thesis paper in their final semester. Students must submit a proposal by the end of their fall term in year two. 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. Please view the Thesis Proposal Guidelines on the IPS website for further details.

<div align="center">SAMPLE PLAN OF STUDY</div>

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
84-722: Comparative Political Institutions Graduate Seminar	12	84-720: International Security Graduate Seminar	12
84-726: International Relations Graduate Seminar	12	Concentration Course 2	12
Concentration Course 1	12	Concentration Course 3	12
84-791: IPS Policy Seminar	3	84-792: IPS Policy Seminar	3
Total Units	**51**	**Total Units**	**51**

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
84-721: American Politics Graduate Seminar	12	Concentration Course 6	12
Concentration Course 4	12	84-794: IPS Policy Seminar	3
84-793: IPS Policy Seminar	3		
Total Units	**39**	**Total Units**	**45**

MS IRP-AMP

COURSE REQUIREMENTS

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

PREREQUISITE COURSES: (42units) *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)
- 84-326 Theories of International Relations (9 units)
- Two 84-300/400 level IPS 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 IPS 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*

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.

CONCENTRATION COURSEWORK: (48 units)

Students must complete a minimum of 48 units (approximately four courses) from any concentration. For a complete list of courses by concentration, students are directed to: https://www.cmu.edu/ips/graduate-degrees/msirp/curriculum.html

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
84-722: Comparative Political Institutions Graduate Seminar	12	84-720: International Security Graduate Seminar	12
84-701: Regression Analysis for Political Science I	12	84-702: Regression Analysis for Political Science II	12
Total MS IRP Units	**24**	**Total MS IRP Units**	**24**

Summer: Required Internship 84-705 (0 units)

Fall- Fifth Year	Units	Spring- Fifth Year	Units
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
84-726: International Relations Graduate Seminar	12	Concentration Course 4	12
Concentration Course 1	12	84-792: IPS Policy Seminar	3
Concentration Course 2	12		
84-791: IPS Policy Seminar	3		
Total Units	**51**	**Total Units**	**45**

Undergraduate courses taken in the Institute for Politics and Strategy (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.

INTERNSHIP REQUIREMENT

In addition to coursework, 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.

Students are required to complete a minimum ten-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.

Students should begin working early with the graduate program manager and CMU/WSP senior 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. IPS will provide assistance with:

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

Other resources to obtain internships include faculty recommendations and the Career and Professional Development Center.

International students are required to consult with Office of International Education for eligibility before seeking an internship/co-op or signing an offer contract.

MASTER'S THESIS

All MS IRP 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 CMU Journal of Politics and Strategy.
    a. A signed CMU Journal of Politics and Strategy 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 Thesis Guidelines for complete information about the thesis requirement.

Research and conference funding opportunities are also available; see the Financial Support section of this handbook for more information.

ROLE OF THE GRADUATE ADVISER

The graduate program manager will serve as the primary adviser to all MS IRP 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 second year (fall semester of fifth year for MS IRP-AMP). The thesis adviser may be any faculty member within the Institute for Politics and Strategy.

Thesis work will occur during the final semester of study. 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. 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 graduate program manager as soon as a potential problem is apparent.

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. This webpage summarizes processes available to graduate students who seek review of academic and non-academic issues: https://www.cmu.edu/graduate/policies/appeal-grievance-procedures.html
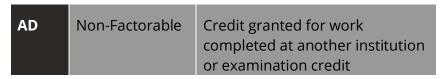
Generally, graduate students are expected to seek informal resolution of all concerns within the applicable department, unit or program before invoking formal processes. When an informal resolution cannot be reached, however, a graduate student who seeks further review of the matter is to follow the formal procedures outlined here. These appeal and grievance procedures shall apply to students in all graduate programs of the University. Students should refer to the department specific information above for department and college information about the administration and academic policies of the program.

EVALUATION/ GRADING

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.

MS IRP students, and MS IRP-AMP students in the master's year, will follow the following graduate grading scale outlined below.

Grade	Quality Points	Definition
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 (>= 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

All courses offered through the 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.

IPS 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, 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 MS IRP 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 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.

UNIVERSITY POLICY ON GRADES

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

This policy offers details concerning 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.

Process for Appealing Final Grades https://www.cmu.edu/graduate/policies/appeal-grievance-procedures.html

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

PROCESS FOR APPEALING FINAL 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 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. 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.

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: https://www.cmu.edu/hub/registrar/exams-and-grading/exam-process.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/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. There is a separate calendar for masters level courses.

GRADUATE CERTIFICATION AND DEGREE TITLE

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

Degree title appears on the degree as follows (for both MS IRP and MS IRP-AMP):

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 MS IRP.

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

PROCESS FOR WITHDRAWING FROM THE PROGRAM

Students who have no intention of returning to the MS IRP program are required to complete the withdrawal form and submit it to the graduate program manager: 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.

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/.

ACADEMIC INTEGRITY POLICY

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

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

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.

FINANCIAL SUPPORT

DEPARTMENTAL SUPPORT

PROGRAM TUITION AND FINANCIAL AID

Program tuition and associated fees for the MS IRP follow the Dietrich College of Humanities and Social Sciences Cost of Attendance, which is updated annually:
https://www.cmu.edu/sfs/tuition/graduate/dc.html

Information on graduate financial aid is available through CMU student financial services.

Students in the MS IRP-AMP program continue to pay undergraduate tuition and fees in the fourth (senior) year and maintain their regular undergraduate financial aid packages. Students are assessed full-time Dietrich College graduate tuition and fees for the fifth (master's) year.

RESEARCH/TEACHING ASSISTANT POSITIONS

The Institute for Politics and Strategy Admissions Committee will provide select full-time MS IRP students with a Director's Merit Fellowship with admission to the program. Fellowships provide a percentage of tuition assistance as stated in the award letter, require graduate student status and are contingent on the student's ability to maintain "good standing" in the program. As detailed in Evaluation/Grading, "good standing" includes maintaining a 3.0 overall average QPA in graduate coursework (including senior-year graduate coursework for AMP candidates). If a Fellow is put on probation they may forfeit their fellowship until probationary status is removed (see "Academic Probation" section for further details).

In exchange for this fellowship, students will be assigned a role as a teaching assistant (TA) in an undergraduate or graduate course in the Institute for Politics and Strategy (IPS) or a research assistant (RA) supporting the research of an IPS faculty member. Students will not receive additional compensation for being a TA (grader) or RA, as it will fulfill part of the terms of the fellowship.

Director's Merit Fellows will also be required to enroll in a 1-unit, pass/no pass (P/NP) course, 84-796, for the duration of their fellowship. Fellows are expected to participate in a half-day orientation workshop at the beginning of their fellowship and coordinate expectations and deliverables with their faculty supervisors each semester. Faculty will assign mid-term and final

grades for 84-796; fellowships for the following semester will be re-assessed if a "NP" grade is issued.

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 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.

EVALUATION AND CERTIFICATION OF ENGLISH FLUENCY FOR INSTRUCTORS

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. The fluency of all instructional personnel will be rated by the ICC 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), the Language Support in the Student Academic Success Center (https://www.cmu.edu/student-success/) helps teaching assistants who are non-native English speakers develop fluency and cultural understanding to teach successfully at Carnegie Mellon. Visit the ICC website for additional information: www.cmu.edu/icc.

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

RESOURCES AND REGULATIONS GOVERNING RESEARCH AT CARNEGIE MELLON

- Office of Sponsored Programs
- Office of Research Integrity & Compliance
- Intellectual Property Policy
- Policy on Restricted Research
- Human Subjects in Research Policy

RESEARCH FUNDING

IPS provides research funding to support students' Thesis research. Please see the Thesis guidelines for more information.

Additionally, **GuSH Research Funding** is a source of small research grant funds provided by GSA and the Provost's Office and managed by the Office of Graduate and Postdoc Affairs. Students can find more information about the application process and deadlines at: https://www.cmu.edu/graduate/professional-development/research-funding/index.html.

CONFERENCE 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 Postdoc Affairs. Students can find more information about the application process and deadlines at: https://www.cmu.edu/graduate/professional-development/index.html.

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, 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.

INTERNAL AND EXTERNAL FELLOWSHIPS

MS IRP accepts students with internal CMU and external fellowships. Students who are interested in applying for external fellowships should consult with the graduate program manager and the Office of Scholarships and Fellowship at http://www.cmu.edu/fso/.

EMERGENCY SUPPORT FUNDING

Graduate students who find themselves in need of immediate funds for emergency situations should contact the Office of the Dean of Student Affairs (see Appendix A), www.cmu.edu/student-affairs/index.html, to inquire about the types of emergency funding available to enrolled students. Note that International Students must notify the Office of International Education.

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.

APPENDIX A

2022-2023

Highlighted University Resources for Graduate Students

and

The WORD, Student Handbook

Key Resources for Graduate Student Support
- Office of Graduate and Postdoc Affairs
- Office of the Dean of Students
- Center for Student Diversity and Inclusion
- Assistance for Individuals with Disabilities
- Eberly Center for Teaching Excellence and Educational Innovation
- Graduate Student Assembly
- Office of International Education
- Veterans and Military Community
- Ethics Reporting Hotline
- Policy Against Retaliation

Key Resources for Academic and Research Support
- Computing and Information Resources
- Student Academic Success Center
- University Libraries
- Research at CMU
- Office of Research Integrity & Compliance

Key Resources for Health, Wellness & Safety
- Counseling and Psychological Services
- University Health Service
- Campus Wellness
- Religious and Spiritual Life Initiatives
- University Police
- Shuttle and Escort Services

The WORD

KEY OFFICES FOR GRADUATE STUDENT SUPPORT

OFFICE OF GRADUATE AND POSTDOC AFFAIRS

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

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

Examples of resources offered through the Office of Graduate and Postdoc Affairs include- but are not limited to:
- Website with university resources, contact information for CMU programs and services, calendar of events related to graduate students
- Bi-monthly email to all graduate students with information on activities, resources and opportunities
- Professional Development Seminars and Workshops
- GSA/Provost Conference Funding Grants
- GSA/Provost Small Research Grants (GuSH)
- Consultations on issues related to the graduate student experience

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

OFFICE OF THE DEAN OF STUDENTS

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

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

Graduate students will find the enrollment information for Domestic Partner Registration and Childbirth/Maternity 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 three forms of support funding for enrolled students: emergency student loans, maternity loans, and the

[Tartan Emergency Support Fund](#). These funds are made available through generous gifts of alumni and friends of the university as well as support from student organizations, Undergraduate Student Senate and the Graduate Student Assembly. 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.

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

The Division of Student Affairs includes (not an exhaustive list):
- [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](#)

CENTER FOR STUDENT DIVERSITY & INCLUSION

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

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

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

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

ASSISTANCE FOR INDIVIDUALS WITH DISABILITIES

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

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

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

EBERLY CENTER FOR TEACHING EXCELLENCE & EDUCATIONAL INNOVATION

www.cmu.edu/teaching

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

GRADUATE STUDENT ASSEMBLY

www.cmu.edu/stugov/gsa/index.html
The Graduate Student Assembly (GSA) is the branch of Carnegie Mellon Student Government that represents, and advocates for the diverse interests of all graduate students at CMU. GSA is

composed of representatives from the different graduate programs and departments who want to improve the graduate student experience at the different levels of the university. GSA is funded by the Student Activities Fee from all graduate students. GSA passes legislation, allocates student activities funding, advocates for legislative action locally and in Washington D.C. on behalf of graduate student issues and needs, and otherwise acts on behalf of all graduate student interests. Our recent accomplishments are a testament to GSA making a difference, and steps to implementing the vision laid out by the strategic plan.
https://www.cmu.edu/stugov/gsa/About-the-GSA/Strategic-Plan.html.

GSA offers an expanding suite of social programming on and off-campus to bring graduate students from different departments together and build a sense of community. GSA is the host of the Graduate Student Lounge on the 3rd floor of the Cohon University Center- a great place to study or meet up with friends. GSA also maintains a website of graduate student resources on and off-campus. Through GSA's continued funding for professional development and research conferences, the GSA/Provost Conference Funding Program and GSA/Provost GuSH Research Grants are able to run, as managed by the Office of Graduate and Postdoc Affairs. As we move forward, GSA will continue to rely on your feedback to improve the graduate student experience at CMU. Feel free to contact us at <gsa@cmu.edu> to get involved, stop by our office in the Cohon University Center Room 304 or become a representative for your department.

OFFICE OF INTERNATIONAL EDUCATION (OIE)

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

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

VETERANS AND MILITARY COMMUNITY

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

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

vaedbenefits@andrew.cmu.edu or 412-268-8747.

CARNEGIE MELLON ETHICS HOTLINE

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

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

- Academic and Student Life
- Bias Reporting
- Environmental Health and Safety
- Financial Matters
- High-Risk Incident
- Human Resource Related
- Information Systems
- Research
- Threat of Business Interruption
- Threat of Violence or Physical Harm
- Title IX

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

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

POLICY AGAINST RETALIATION

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

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

KEY OFFICES FOR ACADEMIC & RESEARCH SUPPORT

COMPUTING AND INFORMATION RESOURCES

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

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

STUDENT ACADEMIC SUCCESS CENTER

https://www.cmu.edu/student-success/
Student Academic Support Programs

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

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

Learning Support
- **Supplemental Instruction:** Supplemental Instruction (SI) is an academic support model that utilizes peer-assisted study sessions. The SI program provides regularly scheduled review sessions on course materials outside the classroom. SI is a non-remedial approach to learning as the program targets high-risk courses and is available in select courses based on data related to past student performance and feasibility.
- **Peer Tutoring:** Weekly Tutoring Appointments are offered in a one-on-one and small group format to students from any discipline who need assistance with a course that may not be supported by our other services. Weekly appointments give students the opportunity to interact regularly with the same tutor to facilitate deeper understanding of concepts. Students can register online through the Student Academic Success website.
- **Academic Coaching:** Academic Coaching provides holistic one-on-one peer support and

group workshops to help students find and implement their conditions for success. We assist students in improving time management, productive habits, organization, stress management, and study skills. Students will request support through the Academic Success Center website and attend in-person meetings or meet using video and audio conferencing technology to provide all students with support.

- **"Just in Time" Workshops:** The Student Academic Success team is available to partner with instructors and departments to identify skills or concepts that would benefit from supplemental offerings (workshops, boot camps) to support students' academic success and learning. We are eager to help convene and coordinate outside of the classroom skill-building opportunities that can be open to any student interested in building skill or reinforcing course concept mastery.
- **Study Partners:** Support for students to create and benefit from their own study groups: The Student Academic Success team assists students in forming and benefiting from peer study groups, whereby all students can reap the benefits of peer-to-peer learning, student agency, and collaboration skill development. Staff from the Student Academic Success Center will be made available to instructors and students to assist with the formation of peer-led study groups. This level of support is open to any course where the instructor requests or agrees such support is appropriate and students are interested in both leading and participating.

Language and Cross-cultural Support

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

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

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

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

UNIVERSITY LIBRARIES

www.library.cmu.edu

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

RESEARCH AT CMU

www.cmu.edu/research/index.shtml

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

OFFICE OF RESEARCH INTEGRITY & COMPLIANCE

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

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

KEY OFFICES FOR HEALTH, WELLNESS & SAFETY

COUNSELING & PSYCHOLOGICAL SERVICES (CAPS)

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

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

HEALTH SERVICES

www.cmu.edu/HealthServices/

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

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

CAMPUS WELLNESS

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

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

RELIGIOUS AND SPIRITUAL LIFE INITIATIVES (RLSI)

www.cmu.edu/student-affairs/spirituality

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

UNIVERSITY POLICE

http://www.cmu.edu/police/
412-268-2323 (emergency only), 412-268-6232 (non-emergency)

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

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

SHUTTLE AND ESCORT SERVICES

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

THE WORD

http://www.cmu.edu/student-affairs/theword//
The WORD is Carnegie Mellon University's student 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.

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

Carnegie Mellon Vision, Mission

Statement of Assurance

Carnegie Code

Academic Standards, Policies and Procedures

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

Research

- Human Subjects in Research
- Office of Research Integrity & Compliance
- Office of Sponsored Programs
- Policy for Handling Alleged Misconduct of Research
- Policy on Restricted Research

Tax Status of Graduate Student Awards

Campus Resources & Opportunities

- Alumni Relations
- Assistance for Individuals with Disabilities

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

Community Standards, Policies and Procedures

- Alcohol and Drugs Policy
- AIDS Policy
- Bicycle/Wheeled Transportation Policy
- Damage to Carnegie Mellon Property
- Deadly Weapons
- Discriminatory Harassment
- Disorderly Conduct
- Equal Opportunity/Affirmative Action Policy
- Freedom of Expression Policy
- Health Insurance Policy Immunization Policy
- Missing Student Protocol
- Non-Discrimination Policy
- On-Campus Emergencies
- Pets
- Political Activities
- Recycling Policy
- Riotous and Disorderly Behavior
- Safety Hazards

- Scheduling and Use of University Facilities
- Sexual Harassment and Sexual Assault Policy
- Smoking Policy
- Student Accounts Receivable and Collection Policy and Procedures
- Student Activities Fee
- Student Enterprises
- Workplace Threats and Violence Policy