

Carnegie Mellon University

Institute for Politics and Strategy

Institute for Politics and Strategy

2019-2020

Accelerated Master of Science in International Relations and Politics

Graduate Handbook

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University General Information

Graduate Student Handbook Information

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

University Policies & Expectations

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

- The Word/Student Handbook: www.cmu.edu/student-affairs/theword//index.html
- Academic Integrity Website: (<https://www.cmu.edu/policies/student-and-student-life/academic-integrity.html>)
- University Policies Website: www.cmu.edu/policies/
- Graduate Education Website: <http://www.cmu.edu/graduate/policies/index.html>

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

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.

Carnegie Mellon University Statement of Assurance

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

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

Obtain general information about Carnegie Mellon University by calling 412-268-2000.

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

The Carnegie Mellon Code

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

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

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

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

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

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

University Policy on Plagiarism and Cheating

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

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

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

Statute of Limitations

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

policy. Once this time-to-degree limit has lapsed, a student may resume work towards a master's degree only if newly admitted to a currently offered master's degree program under criteria determined by that program.

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

Safeguarding Educational Equity

Policy Against Sexual Harassment and Sexual Assault

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

http://www.cmu.edu/policies/documents/SA_SH.htm.

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

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

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

Maternity Accommodation Protocol

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

Students are encouraged to consult with relevant university faculty and staff as soon as possible as they begin making plans regarding time away. Students must contact the Office of the Dean of Student Affairs to register for Maternity Accommodations. Students will complete an information form and meet with a member of the Dean's Office staff to determine resources and procedures appropriate for the individual student. Planning for the student's discussion with her academic contact(s) – adviser, associate dean, etc. – will be reviewed during this meeting.

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

Change of Address

IPS students are responsible for notifying IPS and HUB of all address changes in a timely manner. Students will be held responsible for any failure to receive official college notices due to not having a correct address on file; F-1 students may jeopardize their status if address information is not kept current.

Students can change their address using SIO, which is available via the HUB website: <http://www.cmu.edu/hub/index.html>.

Carnegie Mellon Student Handbook: The Word

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

Academic Integrity Statement

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

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

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

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

Institute for Politics and Strategy Overview

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 political science, international relations, national security, and grand strategy. IPS is dedicated to the study of politics through the discipline of political science with support from other social sciences. In this way, IPS carries on a respected tradition of interdisciplinary political science at Carnegie Mellon University (CMU). IPS also builds upon the university's rich heritage of applying basic science to issues of public policy.

International Relations and Politics is the flagship academic program in IPS. The name of the major signifies that those studying IRP learn about international relations and domestic politics from the standpoint of the discipline of political science. The IRP major preserves and expands CMU's tradition in political science, while at the same time, taps into and contributes to CMU's strengths in other social sciences that combine analytical and empirical methods. IRP recently launched an innovative initiative to incorporate decision science in international relations. Thus, students learn to apply the burgeoning science of judgment and decision making to understanding political actors' strategies and foibles, the strengths and weaknesses of formal methods of policy analysis (e.g., cost, risk, benefit, analysis), and the factors shaping public responses to politics and policies. IRP provides a rich set of courses and programmatic offerings that have made it an attractive course of study for students from all of CMU's colleges.

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

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

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

The Economics and Politics major is offered jointly between the Undergraduate Economics Program (UEP) and IPS. Students are equal members of both academic units and receive advising from both units. The major will appeal to any student interested in the design, evaluation, and political implementation of policy.

The IRP minor shares core courses with the IRP major. The minor in Politics and Public Policy has a greater focus on domestic politics and public policy than either the IRP major or minor. The minor in Cybersecurity and International Conflict analyzes the role of cyber warfare and cybersecurity in international politics – past, present, and future.

The [Accelerated Master of Science in International Relations and Politics \(IRP/AMP\)](#) is open only to Carnegie Mellon undergraduate students. Students should have an undergraduate major, additional major, or minor in 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 will apply for the IRP/AMP during the junior year. The primary focus of the IRP/AMP is international security, along with coursework in political institutions.

The [Master of Information Technology Strategy \(MITS\)](#) program provides graduate students with core interdisciplinary competencies in cybersecurity. The master's program is a joint initiative of the College of Engineering, the Institute for Politics and Strategy, and the School of Computer Science. The Institute for Software Research, a department in the School of Computer Science, is the administrative home for MITS.

IPS administers these initiatives:

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

The Center for International Relations and Politics (CIRP) is a university hub for scholarly and policy-oriented activities on domestic and international issues. [CIRP](#) supports and promotes student and faculty research and hosts national and international thought leaders through its [Policy Forum](#). The [CIRP Journal](#) is an opportunity for undergraduate and graduate students to publish their work in international relations and political science. Students from across campus contribute scholarly analyses of current problems facing the United States and the international system and perform interviews with the nation's thought leaders. The CIRP Journal is published in print and online format approximately twice per academic year.

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

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

Degree Rationale

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

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

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

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

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

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

Departmental Resources

IPS Department Personnel

Students can access information about the Institute for Politics and Strategy at the following website:

www.cmu.edu/ips.

Name/Title	Office	Phone	Email
Professor Kiron Skinner <i>Director; Taube Professor</i>	PH 223F	412-268-3238	kskinner@andrew.cmu.edu
Emily Half <i>Deputy Director</i>	PH 223H	412-268-7082	ehalf@andrew.cmu.edu
Edie Yetts <i>Business Manager</i>	PH 223F	412-268-8715	eyetts@andrew.cmu.edu
Emily Baddock <i>Carnegie Mellon University Washington Semester Program (CMU/WSP) Executive Director</i>	United Methodist Building, Suite 510 Washington, DC	202-608-8316	ebaddock@andrew.cmu.edu
Alli Frymoyer <i>Program Manager</i>	PH 100A	412-268-8818	aaf2@andrew.cmu.edu
Hillary Tanoff <i>Center for International Relations and Politics (CIRP) Research Coordinator</i>	PH 100B	412-268-9608	htanoff@andrew.cmu.edu
Grant Loftesnes <i>Administrative Coordinator</i>	United Methodist Building, Suite 510 Washington, DC	202-608-8316	gloftesn@andrew.cmu.edu

IPS Faculty are listed on the [IPS website](#).

- Please contact the deputy director, Emily Half, ehalf@andrew.cmu.edu, Porter Hall 223H, 412-268-7082, with any questions or concerns.
- Additionally, students may confer with the university graduate student ombudsman, Suzie Laurich-McIntyre, slaurichmcintyre@cmu.edu, on issues of process or other concerns as they navigate conflicts. Suzie Laurich-McIntyre is the Assistant Vice Provost for Graduate Education.

College Personnel

Dietrich College of Humanities and Social Sciences Dean: Richard Scheines

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

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

Departmental Information

Lab/Office Space – Students who conduct research with the Center for International Relations and Politics will work in Porter Hall 100A and will coordinate their schedule with the CIRP Research Coordinator.

Department Office/Building Security, Repairs and Services –Report damages and repairs needed to the business manager.

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.

Degree Attainment

Statute of Limitations

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.

Full-time Status and Part-time Status

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

Fall- Senior Year	Units	Spring- Senior Year	Units
84-722: Comparative Political Institutions Graduate Seminar	12	84-720: International Security Graduate Seminar	12
84-736: Analytical Social Science and National Security: Emerging Challenges in National Security	6	Language Requirement	9
TOTAL MS IRP Units	18	Total MS IRP Units	21

Summer Between fourth and fifth years: Internship

Fall- Fifth Year	Units	Spring- Fifth Year	Units
84-725: International Organizations and International Law Graduate Seminar	12	84-799: IRP Graduate Thesis	18
84-765: Advanced Research Methods	12	84-750: IRP Graduate Policy Forum	6
Concentration Course	12	Concentration Course	12
Concentration Course	12	Concentration Course	12
TOTAL MS IRP Units	48	TOTAL MS IRP Units	48

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

Department Registration Process and Procedures

Students will register for their courses through the Student Information Online (SIO) system: www.cmu.edu/hub/sio. Students must meet with the Deputy Director each semester prior to registration.

Course Requirements

The MS IRP program requirements include 135 units, divided as follows:

0. Prerequisite Courses: (27units) Must be completed before the end of the fourth year.

- 84-104 Decision Processes in American Political Institutions
- 84-275 Comparative Politics
- 84-326 Theories of International Relations

I. Graduate Core Seminars: (60 units)

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

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

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

III. Concentration Coursework: (48 units)

Students must complete a minimum of 48 units (approximately four courses).

International Relations

84-611 International Development: Theory and Praxis
84-622 Nonviolent Conflict and Revolution
84-623 War and Peace in the Contemporary Middle East
84-662 Diplomacy and Statecraft
84-669 Decision Science for International Relations
84-610 International Political Economy

International Security

84-605 The Future of Warfare
84-614 International and Subnational Security
84-670 Global Nuclear Politics
84-672 Space and National Security
84-673 Emerging Technologies and the Law
84-680 Grand Strategy in the United States
84-686 The Privatization of Force
84-687 Technology and Policy of Cyber War
84-688 Concepts of War and Cyber War
84-689 Terrorism and Insurgency
84-690 Social Media, Technology, and Conflict

Comparative Politics

84-608 Political Economy of Latin America
84-615 Contemporary Debates in Human Rights
84-621 Autocrats and Democrats
84-624 The Future of Democracy
84-663 Comparative Legal Systems
84-664 Comparative Presidential Behavior: Leadership, Personality, and Decision Making

American Politics

84-609 Political Behavior

84-619 U.S. Foreign Policy and Interventions in World Affairs

84-625 Contemporary American Foreign Policy

84-602 Judicial Politics and Behavior

84-666 The American Presidency

84-693 Legislative Decision Making: US Congress

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

For students interested in cybersecurity and international conflict, a computer programming course may be substituted in place of the language requirement: 15-110 Principles of Computing or 15-112 Fundamentals of Programming and Computer Science.

For students interested in international political economy, an econometrics course may be substituted in place of the language requirement: 73-274 Econometrics I.

For students interested in political and social science data analysis, one of the following courses may be substituted in place of the language requirement: 36-303 Sampling, Survey, and Society, 80-223 Causality and Probability, 88-300 Programming and Data Analysis for Social Scientists.

Students should consult with the IPS deputy director for advising on this requirement.

Coursework Related Policies/Protocols

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 36 units of graduate courses out of the 135 units required to complete the accelerated master's degree will be permitted to count toward an undergraduate degree at Carnegie Mellon. (This allowance may be restricted further by the double-counting policies of one's undergraduate major and department.) In no case can a student satisfy the MS IRP requirements with fewer than 99 units that apply only to the master's degree.

Exceptions are made only with prior approval of the director and the deputy director

Transfer Courses and PCHE must be pre-approved by the deputy director. Student must receive a grade of "B" or better for the course to transfer and count toward the Accelerated Master of Science in International Relations and Politics, with the exception of language classes, which may have a grade of "C" or better. It is generally not acceptable to take core courses outside of the Institute for Politics and Strategy at Carnegie Mellon University. <https://www.cmu.edu/policies/student-and-student-life/transfer-credit-evaluation-and-assignment.html>.

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

Grades and Grading

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

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

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
N	Non-Factorable	Not Passing
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

IRP/AMP students are required to have a minimum cumulative graduate QPA of 3.00 in order to graduate with the MS in International Relations and Politics.

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

In assessing a student's performance, IPS looks to academic achievement, personal responsibility, and overall progress. Should a student's effort fall below the acceptable level of academic performance and/or fail to meet standards established by Carnegie Mellon and the IRP/AMP program, the student will be appropriately notified, presented with a suggested plan for improvement, and notified of the risks associated with failure to improve.

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.

Academic Probation

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

Change of Grades

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

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

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

Pass/Fail Courses

All courses to be used toward degree completion requirements must be letter-bearing. Students may take elective courses for their educational enrichment on a pass/fail basis, with the understanding that they will not fulfill degree requirements.

Incomplete Grades

Carnegie Mellon students are expected to complete a course during the academic semester in which the course was taken. However, if the instructor agrees, a grade of "I" (incomplete) may be given when a student has been unable to complete the work of a course. However, the work completed up to that date must be of passing quality and the grade of incomplete provides no undue advantage to that student over others.

In awarding an "I" grade, an instructor must specify the requirements for the completion of the work and designate a default letter grade in the event that the student fails to complete the remaining work. Students must complete the required course work by no later than the end of the following academic semester, or sooner if required by the instructor. The instructor must record the permanent course grade by the last day of the examination period of the following semester, or the default grade will be automatically assigned by the Registrar.

Examination Schedules

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

Scheduled final examinations are those scheduled by Enrollment Services:

<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 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>

Master's Thesis

All IRP/AMP students must successfully complete a master's thesis, worth 18 units.

The completed thesis will include the following parts:

- I. A Master's Thesis Signature Page
- II. A formal master's thesis paper of publishable quality between 20-40 pages.
 - a. Preceded by a Master's Thesis Title Page
- III. A 2,000 word journal article derived from the master's thesis. This article will be published in the [CIRP Journal](#).
 - a. A signed CIRP Journal Submission and Publication Agreement

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

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

Graduate Certification and Degree Title

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

Degree title appears on the degree as follows:

Master of Science in International Relations and Politics

Process for Taking and Returning from Leave of Absence

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

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

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

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

Process for Withdrawing from the Program

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

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

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.

Internship

In addition to coursework, students are required to complete a summer internship in a related field between the senior year and fifth year. The internship will allow students to synthesize learning objectives of the program with practical and hands-on experiential learning opportunities.

Students are required to complete a 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.

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

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

There is a university requirement for international students to consult with Office of International Education for eligibility before seeking an internship/co-op or signing an offer contract.

Advising

Role of the Adviser

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

- offer advice on appropriate courses to meet individual career goals;
- recommend faculty mentors and thesis advisers;
- support students through the internship search process and long-term career planning;
- monitor student progress throughout the program;

- process student requests and forms;
- recommend and refer to campus support resources, if needed;
- recommend disciplinary or academic action, if needed;
- meet at the conclusion of each semester to discuss student progress and to provide progress documentation to the student.

Role of the Faculty Thesis Adviser

Students must confirm a thesis adviser by the conclusion of the fall semester of the fifth year. The thesis adviser may be any faculty member within the Institute for Politics and Strategy.

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

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

Tuition and Financial Aid

Program Tuition and Financial Aid

Students continue to pay undergraduate tuition and fees in the fourth year and maintain their regular undergraduate financial aid packages. Students are assessed full-time Dietrich College graduate tuition and fees for the fifth year. Rates are listed on the Student Financial Services's website:

<https://www.cmu.edu/sfs/tuition/graduate/index.html>

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

IPS/CIRP Research Associate (RA)

- Contribute to quantitative/qualitative research projects;
- Draft briefing books on current foreign policy issues using database and archival research; and

- Provide logistical assistance for CIRP events throughout the year.

IPS Teaching Assistant (TA)

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

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 Intercultural Communication Center (ICC) 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.

Students may apply for additional graduate financial aid through CMU's Financial Aid Office: <https://www.cmu.edu/sfs/financial-aid/graduate/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.

Carnegie Mellon Employees Reimbursement Procedure

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

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

Full-Time/Part-Time Student Status Requirements

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

Internal and External Fellowships.

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

Appendix A

2019-2020
**Highlighted University Resources for Graduate Students
and
The WORD, Student Handbook**

Key Offices for Graduate Student Support

Graduate Education Office

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

The Graduate Education Office provides central support for all Master's and Doctoral students with a focus on their academic experience at Carnegie Mellon. Our goals are to support, advise and guide individual graduate students as they work to complete their degrees and to provide resources which will enhance their professional development experience.

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

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

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

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

Office of the Dean of Students-

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

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

- Athletics, Physical Education and Recreation
- Career and Professional Development Center (CPDC)
- Center for Student Diversity and Inclusion
- Cohon University Center

- Counseling & Psychological Services (CaPS)
- Dining Services
- Office of Community Standards and Integrity (OCSI)
- Office of Student Leadership, Involvement, and Civic Engagement (SLICE)
- University Health Services (UHS)
- Wellness Initiatives

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

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

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.

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/education-office/disability-resources/>

The Office of Disability Resources at Carnegie Mellon University has a continued mission to provide physical and programmatic campus access to all events and information within the Carnegie Mellon community. We work to ensure that qualified individuals receive reasonable accommodations as guaranteed by the Americans with Disabilities Act (ADA) and Sections 503 and 504 of the Rehabilitation Act of 1973. Students who would like to receive

accommodations can begin the process through [Disability Resources secure online portal](#) or email access@andrew.cmu.edu to begin the interactive accommodation process.

Students with disabilities are encouraged to self-identify with the Office of Disability Resources and request needed accommodations. Any questions about the process can be directed to Catherine Getchell, 412-268-6121, getchell@cmu.edu.

Eberly Center for Teaching Excellence & Educational Innovation

www.cmu.edu/teaching

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

Graduate Student Assembly

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

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

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

Intercultural Communication Center (ICC)

www.cmu.edu/icc/

The Intercultural Communication Center (ICC) is a support service for nonnative English speakers, both newly arrived international students as well as students who attended high school and/or undergraduate programs in the US. The ICC offers seminars, workshops, and 1-1 consultations that develop the language and cross-cultural skills needed to

succeed in academic programs at Carnegie Mellon University. The ICC provides International Teaching Assistant (ITA) testing, a required test indicating a nonnative speaking TA has the language proficiency required to work with students in classes, labs or individual meetings. The ICC also supports International Teaching Assistants in developing fluency and cultural understanding to teach successfully at Carnegie Mellon University.

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

Veterans and Military Community

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

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

Academic Coaching/Consulting - The Office of Academic Development

<https://www.cmu.edu/acadev/coaching/index-grad.html>

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

- Self-Management
 - o Developing and/or adjusting your organizational system
 - o Managing time and combating stress and procrastination
 - o Prioritization and decision making
 - o Advancing mindset, self-efficacy, and belongingness
 - o Balancing coursework, research, and professional development opportunities
- Study Skills
 - o Identifying and modifying your learning process
 - o Metacognition
 - o Test-taking and note-taking strategies
 - o Content comprehension and retention

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.

Global Communication Center

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

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

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

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

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

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

Research at CMU

www.cmu.edu/research/index.shtml

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

Office of Research Integrity & Compliance

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

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

Key Offices for Health, Wellness & Safety

Counseling & Psychological Services

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

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

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

Religious and Spiritual Life Initiatives (RSLI)

www.cmu.edu/student-affairs/spirituality Carnegie Mellon is committed to the holistic growth of our students, including creating opportunities for spiritual and religious practice and exploration. We have relationships with local houses of worship from various traditions and many of these groups are members of CMU's Council of Religious Advisors. We also offer programs and initiatives that cross traditional religious boundaries in order to increase

knowledge of and appreciation for the full diversity of the worldview traditions. Our RSLI staff are here to support students across the spectrum of religious and spiritual practice and would be more than happy to help you make a connection into a community of faith during your time at CMU.

University Police

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

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

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

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

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

Shuttle and Escort Services

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

The WORD

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

The WORD is Carnegie Mellon University's student on-line handbook and is considered a supplement to the department (and sometimes college) handbook. The WORD contains campus resources and opportunities, academic policy information and resources, community standards information and resources. It is designed to provide all students with the tools, guidance, and insights to help you achieve your full potential as a member of the Carnegie Mellon community. Information about the following is included in The WORD (not an exhaustive list) and graduate students are encouraged to bookmark this site and refer to it often. University policies can also be found in full text at: <http://www.cmu.edu/policies/>.

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 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
- Student's Rights
- 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