

**Department of Mathematical Sciences  
2020-2021**

# **Graduate Student Handbook**

**Ph.D. in Mathematical Sciences  
Ph.D. in Algorithms, Combinatorics, and Optimization  
Ph.D. in Pure and Applied Logic  
D.A. in Mathematical Sciences**

**Last revision date: August 31, 2020.**

**Note: The information contained in this handbook focuses on the resources and locations available at the Carnegie Mellon Pittsburgh Campus.**

# Introduction

## About the Department of Mathematical Sciences

The Department of Mathematical Sciences at Carnegie Mellon University is dedicated to expanding both the reach of mathematical knowledge and the impact this body of knowledge has on the world. The Department pursues this mission through its research and educational programs, both of which remain closely woven into the intellectual fabric of the University. In keeping with the strategy of Carnegie Mellon University, the Department develops and maintains research groups in targeted areas, with an emphasis on areas of mathematics that are natural to application. This research profile positions the Department to contribute to the emergence of new applications of mathematics and naturally generates close links with the many technical disciplines in which Carnegie Mellon University has a significant presence and strong international reputation. The Department currently has research groups in the following areas:

- Calculus of Variations, Partial Differential Equations, and Applications
- Combinatorics
- Computational Mathematics, Numerical Analysis, and Optimization
- Discrete and Convex Geometry
- Logic
- Mathematical Finance
- Probability

We have deep collaborations with the Tepper School of Business, the School of Computer Science, College of Engineering, and the Department of Philosophy and the Department of Statistics and Data Science.

At the same time, we utilize our expertise in applicable areas of mathematics and our interdisciplinary connections in the construction of a curriculum that gives excellent support to educational activities across the university and prepares mathematics majors for success in a wide range of careers both in academia and beyond. We offer a traditional undergraduate degree in Mathematics as well as a number of specialized concentrations and minors. Our doctoral programs are focused on training students whose interested are aligned with the research strengths of the faculty. The Department is also a key participant in Carnegie Mellon University's interdisciplinary Masters of Science in Computational Finance.

Tom Bohman

Department Head

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# 1 Overview

This document presents the rules and requirements governing the Graduate Program in the Department of Mathematical Sciences at Carnegie Mellon University (CMU). It shall be periodically updated to reflect new rules and requirements that are approved by the Mathematical Sciences Department.

Additional requirements may apply as outlined in the [Carnegie Mellon University Faculty Handbook](#) and the [Mellon College of Science Faculty Handbook](#). The operation of the Mathematical Sciences Graduate Program is handled by the Director of Graduate Studies and the Department Head, together with the Graduate Admissions Committee and the Graduate Retention Committee. In what follows, the requirements for Admission to Graduate Studies, the Graduate Degree Requirements, and the operation of the Graduate Program are described.

While this handbook is 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 Graduate Education Office, the Office of the Dean of Student Affairs and others are included in Appendix A of this handbook.

## 2 Graduate Admission

To be admitted to the department's graduate program in mathematics, applicants must document competence equivalent to graduation from a recognized U.S. four-year college, university or institute of technology. Students who are finishing a B.S. or B.A. degree in the mathematical sciences (or in a program with a strong mathematics component) are eligible to be considered for admission. Applications should be complete by January 8th for admission to begin graduate study in the Fall Semester. There is no application fee. A list of application materials needed and the online application are available on the department's website: <https://www.cmu.edu/math/grad/phd/admissions.html>

### 2.1 Contact Information

For further information contact:

Christine Gilchrist  
412-268-7154  
[cgilchri@andrew.cmu.edu](mailto:cgilchri@andrew.cmu.edu)

The mailing address for the graduate program is:

Department of Mathematical Sciences (c/o Christine Gilchrist)  
Wean Hall 6113  
Carnegie Mellon University  
Pittsburgh, PA 15213  
USA

## **2.2 ITA Test**

After enrolling at CMU, students whose native language is not English are required to take the International Teaching Assistant (ITA) Test administered by Language Support in the Student Academic Success Center at CMU. Students are required to take this test in order to be certified as Teaching Assistants. Students whose native language is not English must receive either a score of PASS or RESTRICTED I by the end of their second year in order to receive financial support from the department.

## **3 Financial Assistance and Outside Employment**

Nearly all doctoral students receive financial support in the form of an assistantship (teaching or research) or fellowship. Teaching Assistantships typically involve an average workload of approximately 15 to 20 hours per week including classroom time, preparation, office hours, and grading. Such teaching experience is considered a valuable part of a student's graduate training. The hours required for an assistantship are such that the student may pursue a full-time graduate program. Assistantships provide full-tuition remission and a monthly stipend for the nine-month academic year.

Additional financial support is usually available during the summer for students wishing to teach or participate in research projects. A few Departmental Fellowships may also be available in the summer.

Students are not allowed to hold outside employment of any type during any semester or summer session in which they are supported by the department unless they obtain permission to do so from the Department Head.

## **4 Orientation and Placement Process**

Students who are admitted to the Graduate Program in Mathematical Sciences are expected to attend certain orientation programs prior to the beginning classes. The programs required will depend on whether or not the student is an international student, whether or not the student's native language is English, and whether or not the student will be a Teaching Assistant during the first year. After accepting admission to Carnegie Mellon, students will be informed about the orientation programs that they will be expected to attend.

New graduate students will be contacted by a member of the Graduate Admissions Committee a couple of months before the start of their first semester at CMU. They will help with them with transition to CMU and help with the selection of appropriate courses.

## **5 Doctoral Programs**

### **5.1 Doctor of Philosophy in Mathematical Sciences**

Students seeking a Ph.D. in Mathematical Sciences are expected to show a broad grasp of mathematics and demonstrate a genuine ability to do mathematical research. The Doctor of Philosophy in Mathematical Sciences is a traditional research degree, and its requirements are representative of all doctoral programs.

After being admitted to graduate status by the Department, a student seeking a Ph.D. must be admitted to candidacy for this degree by fulfilling the appropriate program requirements.

The most important requirement for the Ph.D. degree is timely completion and public defense of an original Ph.D. thesis. The Ph.D. thesis is expected to display depth and originality and be publishable by a refereed journal.

### **5.2 Doctor of Arts in Mathematical Sciences**

The Doctor of Arts degree shares all requirements and standards with the Ph.D., except with regard to the thesis. The D.A. thesis is not expected to display the sort of original research required for a Ph.D. thesis, but rather to demonstrate an ability to organize, understand, and present mathematical ideas in a scholarly way, usually with sufficient innovation and worth to produce a publishable work. Whenever practical, the department provides D.A. candidates with the opportunity to use materials developed to teach a course. While a typical Ph.D. recipient will seek a position that has a substantial research component, the D.A. recipient will usually seek a position where research is not central.

### **5.3 Doctor of Philosophy in Algorithms, Combinatorics, and Optimization (ACO)**

This program is administered jointly by the Department of Mathematical Sciences, the Department of Computer Science, and the Tepper School of Business. It focuses on discrete mathematics and algorithmic issues arising in computer science and operations research, particularly the mathematical analysis of these issues. The participating units evaluate applicants separately. The requirements for this degree and information on participating faculty are available at the ACO Website <https://www.cmu.edu/math/aco/>

### **5.4 Doctor of Philosophy in Pure and Applied Logic (PAL)**

This is an interdisciplinary program with faculty from the Department of Mathematical Sciences, the Department of Philosophy, and the School of Computer Science. The participating units evaluate applicants separately and set their own program requirements. Students who have been admitted to the PAL program, and who complete the requirements for the Ph.D. in Mathematical Sciences with a thesis in the area of logic, can choose to receive either a Ph.D. in Pure and

Applied Logic or a Ph.D. in Mathematical Sciences. The choice of which degree to receive is usually based on the intended career path.

## 6 Mathematical Sciences Doctoral Program Requirements

The requirements are admission to doctoral candidacy (see Section 6.1 below), submission of a thesis, its defense and acceptance by the Department (see Section 6.2 below) and fulfillment of teaching and language requirements (see Section 6.3 below). Technically the minimal number of units required is 72, while the actual number of units that students take is typically much greater.

A student entering the doctoral program will be assigned an academic advisor, who will assist the student in meeting the requirements for admission to candidacy. Once the student has found a thesis advisor, they will assume the role of the academic advisor.

A full-time student must be enrolled for at least 36 units each semester. To remain in the program a student must show sufficient progress. The progress of every student is reviewed twice a year by the Graduate Student Retention Committee. Students who are making satisfactory progress towards completion of their doctoral degree, and whose performance in teaching is satisfactory, can expect their support to continue for a total of five years. Support for a sixth year is decided on a case-by-case basis as described in Section 7.2 below.

### 6.1 Admission to Candidacy

There are three requirements<sup>1</sup> for admission to candidacy:

- Passing a set of basic examinations (see Section 6.1.1)
- Fulfillment of course requirements (see Section 6.1.2)
- Passing the oral qualifying examination (see Section 6.1.3)

#### 6.1.1 Basic Examinations

A student must take and pass four basic examinations from the following list. The set of examinations to be taken should be determined in consultation with the student's academic advisor. Each examination is based on a corresponding graduate course whose number is given in parentheses.

- General Topology (21-651)
- Functional Analysis (21-640)
- Measure and Integration (21-720)
- Probability (21-721)

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<sup>1</sup>The ACO program has its own requirements for admission to candidacy, which are slightly different from those given here. Details can be found at the ACO program website.



- Discrete Mathematics (21-701)
- Probabilistic Combinatorics (21-737)
- Set Theory (21-602)
- Model Theory (21-603)
- Algebra (21-610)
- Differential Equations (21-632)

Examinations are offered at the start of each semester. Each examination is three hours long.

A student must pass at least two basic examinations by the beginning of the second year of studies (this includes the examinations at the beginning of the second year). A student who has not passed two basic examinations by this time will be supported for the fall semester of the second year, but will generally not be retained in the program beyond that semester.

A student must pass four basic examinations by the beginning of the third year of studies (this includes the examinations at the beginning of the third year). A student who has not passed four basic examinations by this time will be supported for the fall semester of the third year, but will generally not be retained in the program beyond that semester.

If a student fails a basic examination in the same subject twice, or fails a total of three basic examinations, then the student will generally not be retained in the doctoral program (failure in basic examinations taken at the beginning of the first year of studies will not count toward these totals).

If a student fails a basic examination without having taken the appropriate graduate course which prepares for it, then the student is required to take the course before being allowed to take the basic examination again.

### **6.1.2 Course Requirements**

Students are required to complete at least six additional courses in mathematics, each with grade *B*– or better, beyond those covering their basic examinations. Typically these are graduate courses in the department, at level 700 or above. Other choices of courses may be made, inside or outside the department, subject in all cases to approval by the Department Head.

If a student gets a grade of C+ or below in any of the courses required for their degree, the student may be placed on academic probation (see Section [7.3](#) )

### **6.1.3 Qualifying Oral Examination**

The primary purpose of this examination is to establish the breadth and depth of the student’s knowledge in general areas related to the research area.

The format and content of the Qualifying Oral Examination is decided jointly by the student and the student’s Doctoral Advisory Committee which also administers the examination. At least

one month before the scheduled date of the examination a document describing its format and content will be submitted to the Department.

Every Doctoral Advisory Committee has at least three faculty members and is chaired by a faculty member chosen by the student. The chair must be chosen by the end of the student's fourth semester of graduate studies.

The format of the Qualifying Oral Examination varies according to subject area. In addition to a part related to the area of the proposed thesis it may include a minor topic deemed to be of interest or relevance. In exceptional cases the committee may choose to make part of the examination written rather than oral.

The examiners may choose to require the student to repeat all or part of the examination. An unsatisfactory performance on the second examination normally results in the student not being retained in the program.

A student in the Department of Mathematical Sciences is expected to have passed the Qualifying Oral Examination by the end of their fifth semester of graduate studies.

## **6.2 Thesis Requirements**

### **6.2.1 Selecting a Doctoral Thesis Advisor**

After admission to doctoral candidacy, a student must select a doctoral thesis advisor. Acting as an academic advisor is not a commitment to act as a doctoral thesis advisor. The advisor/advisee relationship is long-term and not to be entered into casually by either party. It is important to establish a clear understanding of commitment from the start.

Usually, the thesis advisor is a member of the Department of Mathematical Sciences at Carnegie Mellon. On occasion students are permitted to choose an advisor from outside the Department or even outside the university. However, when the thesis advisor is not a regular or research faculty member at Carnegie Mellon, the head of the Mathematical Sciences Department shall appoint, after consulting both the candidate and their thesis advisor, a faculty member in the Department to serve as the candidate's Departmental sponsor. It is the Departmental sponsor's responsibility to monitor the candidate's work and to assist the candidate, the thesis advisor, and the Department in assuring that all work conforms to the candidate's doctoral program.

After the Qualifying Oral Examination has been passed and a thesis advisor has been selected, a new Doctoral Advisory Committee (which may or may not differ from the previous one) shall be formed. The members will be nominated by the thesis advisor with the agreement of the candidate (and of the Departmental sponsor, if there is one), and their appointment approved by the Department head. The purpose of the committee at this stage is to serve as a resource for the student and to monitor the student's progress. The responsibility for advising the student lies with the thesis advisor.

The committee may include members from outside the Department. The committee must have at least three members, including the thesis advisor and the Departmental sponsor, if there is

one (and thus will have at least one member from the Mathematical Sciences Department). The student is responsible for maintaining contact with the members of the committee.

### **6.2.2 The Doctoral Thesis Committee**

Often the Doctoral Advisory Committee will serve as the Doctoral Thesis Committee, although this is not required. The thesis committee should be appointed no less than two months before the estimated date of the final examination. In order to permit an orderly performance of the committee's functions, it shall be the responsibility of the candidate to keep the thesis committee informed about the progress of his or her work, from the time the committee is appointed to the time the thesis is submitted. The committee may specify whether this should be done individually or collectively by formal or informal presentations.

The purpose of a Doctoral Thesis Committee is to judge the validity, originality, significance, and proper presentation of the candidate's doctoral thesis. To that end, the committee shall examine the thesis submitted by the candidate, conduct the public oral final examination on the thesis, prescribe corrections or revisions to the thesis before or at the time of the examination, and certify to the dean its finding on the acceptability of the thesis in its final form.

The Doctoral Thesis Committee shall consist of no fewer than four members, and shall include the thesis advisor, as well as the Departmental sponsor if there is one.

At least half of the members of the committee shall be regular or research faculty members in the Department of Mathematical Sciences; one of these, who must be a regular faculty member with the rank of assistant professor or higher, shall chair the committee. If qualified under the preceding provision, the thesis advisor will ordinarily chair the committee; the same is applicable to the Departmental sponsor if there is one.

At least one member of the committee shall be a "visitor", that is a person not affiliated with the Department nor with any Department participating in the candidate's thesis research; the thesis advisor may not serve as "visitor". To be eligible to be a "visitor", a person should be familiar with academic standards and procedures and be especially qualified to judge some aspect of the thesis. A "visitor" may come from another Department at Carnegie Mellon, from some other university, or from outside academic institutions altogether.

A vacancy on the doctoral thesis committee need only be filled if the remaining members would not constitute a valid committee. When a vacancy is filled, care shall be taken that the new committee member has the time and opportunity to participate effectively in the performance of the committee's functions.

The final examination may proceed only if the committee members present would, by themselves, constitute a valid thesis committee according to the preceding provisions. A committee member is counted as present if he or she participates via a video-conference connection. A member of the committee who is unable to be present at the final examination may, if he or she wishes, submit a written recommendation.

When the thesis advisor (and the Departmental sponsor if there is one) is satisfied that the thesis

is ready, it shall be submitted to the committee. The final examination shall be scheduled so as to provide the committee with two weeks to study the thesis between its submission and the date of the examination.

### **6.3 Teaching and English Language Requirement**

All graduate students are required to perform the duties of a teaching assistant (TA) for at least one semester before receiving a doctoral degree. Students will benefit from the experience gained by explaining mathematical concepts in an efficient and understandable way and by responding to questions. The classroom performance of TAs is monitored by the departmental TA Supervisor. Students will receive feedback on their teaching performance based on comments received by students and supervising faculty, and on classroom observation by the TA Supervisor.

Proficiency in spoken English is extremely important for communicating mathematical ideas. After enrolling at CMU, students whose native language is not English are required to take the International Teaching Assistant (ITA) Test administered by Language Support in the Student Academic Success Center at CMU. Students are required to take this test in order to be certified as Teaching Assistants. Students whose native language is not English must receive either a score of PASS or RESTRICTED I by the end of their second year in order to receive financial support from the department. The fluency of all instructional personnel will be rated by the ICC to determine at what level of responsibility the student can TA.

Students who have not yet received a score of PASS or RESTRICTED I are required to attend workshops and training sessions at the Language Support in the Student Academic Success Center.

## **7 Retention and Readmission**

### **7.1 Graduate Retention Committee and Continuation of Financial Support**

The purpose of the Graduate Retention Committee is to ensure that all graduate students are making appropriate progress towards the timely completion of a Doctoral Degree. This committee meets each January and May to discuss the progress of each graduate and make recommendations to the Department Head concerning readmission and continuation of financial support for each student. The Graduate Retention Committee considers course performance, performance on basic exams and oral qualifying exams, reports from research supervisors, and teaching performance. Students will be informed in writing about readmission and financial support as soon as possible after the meeting.

Students who are making satisfactory progress towards a doctoral degree and performing their teaching/research duties satisfactorily can expect to receive financial support from the department for a total of five years of graduate study at CMU. Support for a sixth year is considered on a case-by-case basis.

The Graduate Retention Committee will often require a Research Review for students who have been admitted to candidacy. Research Reviews are mandatory for students who request financial support for a sixth year.

## **7.2 Research Reviews**

As noted above the Graduate Retention Committee can require students to undergo a Research Review. The purpose of a Research Review is to provide the student with an opportunity give a presentation on their work to a committee of experts who can give feedback to the student, including an assessment of where the work stands relative to being sufficient for a thesis. The committee will make recommendations to the student, the Director of Graduate Studies, and the Department Head. The committee for a Research Review is chosen by the Department Head and Director of Graduate Studies in consultation with the student. Much of the time, the committee for a Research Review will be the student's Doctoral Advisory Committee.

## **7.3 Academic Probation**

If a student does not maintain adequate academic performance, he/she can be put on academic probation. Failure to maintain adequate academic performance can be indicated by poor grades, unsatisfactory performance on basic exams or oral qualifying exams, or unsatisfactory research progress. In this case, the student will meet with the Director of Graduate Studies to discuss the situation and will receive a letter from the Department Head stating a list of steps and a time-line for completion of these steps in order to be taken off of probation. If the student fails to successfully follow the requirements, the Graduate Retention Committee and Department Head will discuss the case and decide whether or not the student will be allowed to continue in the program.

# **8 Master's Degrees**

## **8.1 Master of Science in Computational Finance (MSCF)**

This professional degree is offered jointly by the Department of Mathematical Sciences, the Tepper School of Business, the Department of Statistics, and the H. John Heinz III College. Admission is obtained through the Tepper School of Business. The program, which begins in August and concludes in December of the following year, includes courses in finance, computing, stochastic calculus, mathematical modeling for finance, and probability and statistics. More detailed information about this program is available on the Master of Science in Computational Finance webpage.

## **8.2 Master of Science in Mathematical Sciences**

The Department does not offer an M.S. only program. Doctoral students may receive an M.S. degree as a milestone. To obtain an M.S. in Mathematical Sciences a student must successfully

complete at least 96 units of graduate courses in Mathematical Sciences (600 level or above), at least which 48 of which are at the 700 level or above with a B- or better average. The courses must reflect a reasonable level of breadth in Mathematical Sciences. Graduate courses in other departments that have significant mathematical content can be applied towards the M.S. degree in Mathematical Sciences, with permission. The Director of Graduate Studies, in consultation with the Department Head, must provide approval of the choice of courses used to fulfill the requirements for the M.S. degree.

Students who are interested in receiving a Master's Degree can contact [Christine Gilchrist](#) to begin the process. Master's degrees can be received retroactively if necessary.

### **8.3 Master of Science in ACO**

The Department does not offer an M.S. only program in ACO. Graduate students in the Department of Mathematical Sciences who are in the ACO Program can receive an M.S. degree in ACO by completing 96 units of course work from the 120 units of required courses for the Ph.D. in ACO with average grade of *B-* or better.

Students who are interested in receiving a Master's Degree can contact [Christine Gilchrist](#) to begin the process. Master's degrees can be received retroactively if necessary.

## **9 Transfer Credit**

### **9.1 Transfer Students**

On occasion, students transfer into a Doctoral Program in the Department of Mathematical Sciences from another graduate program at CMU or from a graduate program at another university. In such cases, the Director of Graduate Studies and Department Head, in consultation with the Grad Admissions Committee and the Graduate Committee will decide what requirements the student must complete in order to obtain a doctoral degree. The student will receive a letter from the Department Head explaining these requirements.

### **9.2 Transfer Courses and Cross-Registration via Pittsburgh Council on Higher Education (PCHE)**

<https://www.cmu.edu/policies/student-and-student-life/doctoral-student-status.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 grades. 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.)

Students wishing to receive transfer credit should submit the request by email to [Christine Gilchrist](#). such requests need to contain the following information: name of host institution, course syllabus, course description, semester offered, number of credits/units, CMU course equivalent (if applicable), and modality (in-person or online).

The transfer credit request will be reviewed by the Director of Graduate Studies. When reviewing the request, the following criteria will be considered: the host university's accreditation status, the course content and the mathematical rigor. If the course is offered online, evidence of proctoring needs to be provided.

You must receive at least a "B-" in order to receive credit. When you have completed the course(s), request an official transcript from the host institution. We accept transcripts via email or mail. Please direct them to:

[Christine Gilchrist](#)

Department of Mathematical Sciences  
Carnegie Mellon University  
5000 Forbes Avenue  
Wean Hall 6117  
Pittsburgh, PA 15213

## **10 All But Dissertation**

### **10.1 Policy Statement**

The university has a [policy](#) that covers: time limits on doctoral student status, a definition of All But Dissertation status, a definition of In Residence and In Absentia status for doctoral students and the tuition and fees charged for students In Residence and students In Absentia.

These rules apply to all doctoral students. Students who began their doctoral studies prior to the date of this policy's revision may follow time-to-degree requirements from the previous policy, but all other rules set forth in this policy will apply immediately to all doctoral students.

### **10.2 Time to Degree**

As outlined in the [Doctoral Student Status Policy](#), students will complete all requirements for a doctoral degree within a maximum of ten years from original matriculation as a doctoral student, or less if required by a more restrictive department or college policy. Once this time-to-degree limit has lapsed, the person may resume work towards a doctoral degree only if newly admitted to a currently offered doctoral 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, defer the lapse of All But Dissertation status for a period commensurate with the duration of that interruption. Students, who are pursuing a doctoral 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.

### **10.3 All But Dissertation Status**

All But Dissertation, ABD, status is intended for students whose only remaining requirements are the completion and defense of their thesis. Once a student meets the departmental criteria [1], All But Dissertation status must be approved by the department and the form <https://www.cmu.edu/hub/docs/abd-status-agree.pdf> needs to be submitted.

#### *In Residence Versus In Absentia*

Once students achieve All But Dissertation status, they must choose whether to complete their dissertation In Residence or In Absentia. A doctoral student In Residence maintains student status and all consequent student privileges and continues to be actively engaged with the university. A doctoral student In Absentia status, ABS, is one who has left the university with the intent of completing their dissertation but not actively engaged with the university and does not require university resources as outlined below. When a student decides whether to pursue All But Dissertation In Residence or In Absentia, he/she must complete a Doctoral Student Status Agreement form, which is available through their academic department or on the HUB web site. Once the agreement has been approved by the student's department, the student may change his/her status from In Residence to In Absentia multiple times. A student In Residence or In Absentia must meet the specific criteria noted later in this policy.

No student In Absentia will be verified by the university as a "student" for immigration or loan purposes. All But Dissertation students in J1 or F1 immigration status must continue to follow the Department of Homeland Security (DHS) regulations [2].

### **10.4 All But Dissertation Students in Residence**

All But Dissertation students In Residence receiving any financial support (such as tuition, stipend, fees or health insurance, whether full or partial), tied to activities that are integral to their doctoral program that is paid by or administered by the university must be enrolled for at least thirty-six units to maintain full time student status and all subsequent student privileges. Exceptions to the thirty-six unit enrollment requirement may be granted by the Provost [3].

All But Dissertation students In Residence who are not receiving any financial support (such as tuition, stipend, fees or health insurance, whether full or partial), from the university tied to activities that are integral to their doctoral program should consult their college policy to determine the number of units for which they must be registered in order to maintain full-time student status and all subsequent privileges.

All But Dissertation students In Residence who are pursuing their doctoral degree on a part



time basis and are not receiving any financial support (such as tuition, stipend, fees or health insurance, whether full or partial), from the university tied to activities that are integral to their doctoral program should consult their college policy to determine the number of units they must be registered for in order to maintain part time student status and all subsequent privileges. Note that doctoral students must be a full time graduate student for at least one academic year or more if required by the student's home college.

All But Dissertation students who are employed by the University in a capacity independent of their educational program and are pursuing a doctoral degree part time, may register for the number of units required by their department in order to remain in part time status so long as they are not receiving any financial support (such as tuition, stipend, fees or health insurance, whether full or partial), tied to activities that are integral to their doctoral program by their college, school or department. Questions about eligibility for tuition benefits should be referred to the Benefits Department.

## **10.5 Final Semester Tuition for All But Dissertation Students in Residence**

Students who are supported by the university must be registered for thirty-six units for the entirety of their final semester and will be assessed their college's full-time tuition. If a student completes all doctoral degree requirements and is certified by:

- September 30th (in the fall), or February 28th (in the spring), tuition will be adjusted to \$0; however, they will remain enrolled for thirty-six units for the semester.
- October 31st (in the fall), or March 31st (in the spring), tuition will be adjusted to 50% of the full-time tuition; however, they will remain enrolled for thirty-six units for the semester.
- After October 31st (in the fall), or after March 31st (in the spring), but BEFORE the first day of the next semester, tuition will not be adjusted and they will remain enrolled for thirty-six units for the semester.
- Fees will not be adjusted. Students registered for less than thirty-six units are not eligible for a tuition adjustment, regardless of certification date.

## **10.6 All But Dissertation Students in Absentia**

An All But Dissertation doctoral student may, upon departmental certification, be regarded as In Absentia when, and so long as, the following three conditions apply:

- The student has been enrolled as a full-time graduate student at Carnegie Mellon University for at least one academic year or more if required by the student's home college. Part-time graduate enrollment may, at the department's discretion, be counted pro-rata toward this requirement.

- The student does not receive any financial support (such as tuition, stipend, fees or health insurance) tied to activities that are integral to their doctoral program that is paid by or administered by the university.
- The student does not require substantial use of university resources. Departmental certification of this condition shall be subject to guidelines established by the school or college.

According to university guidelines, students In Absentia may [4]:

- Use University Libraries.
- Use the university stores.
- Use computing facilities only for department communications and for thesis text preparation.
- Enter university buildings for faculty/student consultations.
- Be eligible for student health insurance as determined on a case by case basis [5].
- Use the Career and Professional Development Center.
- Become university employees.

May not:

- Be employed with a graduate student stipend [6].
- Maintain legal F1 or J1 student status.
- Use University Health Services [5].
- Buy parking permits [7].
- Use athletic facilities [7].
- Reside in university housing.

## **10.7 Employment of All But Dissertation Students in Absentia**

As noted above, All But Dissertation students In Absentia are extended only minimum access to university resources. The student does not receive any financial support (such as tuition, stipend, fees or health insurance, whether full or partial), tied to activities that are integral to their doctoral program paid by or administered by the university. An All But Dissertation student In Absentia cannot be hired for work by Carnegie Mellon University directly related to completing his/her dissertation and/or make substantial use of resources for work toward the doctorate as noted above.[4] In order to be in compliance with these policies, the university's employment policies and the Internal Revenue Service, an All But Dissertation student In Absentia may only be hired for university employment through the appropriate employment process. Questions should be referred to Human Resources.

## **10.8 Tuition and Fee Effects of In Absentia Student Status Including the Final Semester**

While an All But Dissertation student is In Absentia, no tuition will be assessed. The student will, however, be responsible for all applicable fees. An All But Dissertation student who is In Absentia, who returns to defend their dissertation must change from In Absentia to In Residence and shall be required to register and pay for at minimum five units of graduate study, based on their current school/college's tuition before the degree is certified. A student who receives support (such as tuition, stipend, fees or health insurance, whether full or partial) paid for or administered by the university, must follow the policy for Final Semester Tuition for All But Dissertation Students In Residence (see above) and is eligible for the tuition to be pro-rated as identified in the schedule. A student who is not receiving any financial support (such as tuition, stipend, fees or health insurance, whether full or partial), paid for or administered by the university will be assessed for the 5 units and the tuition rate will not be adjusted based on certification date.

### *Footnotes*

1. General examples of having met All But Dissertation requirements may include completing all courses and passing qualifying exams; completing all courses and acceptance of thesis proposal; etc. as defined by program, department or school.
2. The intent of the DHS regulations is that the student continues to pursue completion of the degree on a full-time basis under the jurisdiction of the university that will award the degree. International students who enter All But Dissertation status must remain In Residence and be registered full-time as defined in this policy to preserve F1 or J1 immigration status while they complete their degree. Questions about All But Dissertation status and immigration requirements should be addressed to the Office of International Education.
3. If granted exception results in the student's enrollment being reduced to less than half time, tax consequences may apply.
4. An All But Dissertation student In Absentia may be hired as an university employee without switching to active student status so long as the hiring department certifies that the student is not hired at Carnegie Mellon for work directly related to his/her dissertation and that the student does not inappropriately make substantial use of resources for work towards the doctorate as noted above. As an employee, an individual would be eligible for benefits that apply to his/her status as an employee, not as a graduate student.
5. University Health Services is not available to students in In Absentia status, except in an emergency, or on a case by case basis. All inquiries may be directed to the Manager of Business Operations, University Health Services.
6. Graduate students are not considered employees of the university as their primary affiliation with the university is as a student.

7. An individual whose primary relationship with the university is as an employee and who as a doctoral student moves to the status of ABD In Absentia will be eligible for benefits that apply to his/her status as an employee.

## **11 Statement of Assurance**

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

Inquiries concerning the application of and compliance with this statement should be directed to the university ombudsman, Carnegie Mellon University, 5000 Forbes Avenue, Pittsburgh, PA 15213, telephone 412-268-1018. Obtain general information about Carnegie Mellon University by calling 412-268-2000.

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

Information regarding the 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 <https://www.cmu.edu/title-ix>. The Title IX coordinator may be reached at 5000 Forbes Ave., 140 Cyert Hall, Pittsburgh, PA 15213; 412-268-7125; or [tix@cmu.edu](mailto:tix@cmu.edu).

## **12 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 online at:

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

## **13 Graduate Student Appeal and Grievance Procedures**

### **MCS Graduate Student Appeal and Grievance Procedures**

Please see the Summary of Graduate Student Appeal and Grievance Procedures below for a summary of the processes available to Carnegie Mellon graduate students who seek review of academic and non-academic issues. Generally, graduate students are expected to seek informal resolution of all concerns within the applicable department, unit or program before invoking formal processes. In addition, MCS has a policy on ombudspersons for graduate affairs, at the departmental level, an important resource for information in identifying options and resolving conflicts that involve a graduate student. Please contact the department's Graduate Program Coordinator if you are not sure who to speak with in a particular department. Conflicts that cannot be resolved at the departmental level should be referred to the MCS Dean for Graduate and Faculty Affairs.

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

#### **Introduction**

Set forth below is a summary of the processes available to graduate students who seek review of academic and non-academic issues. 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 these formal procedures. To the extent that these processes are set forth in official University policies, links to those statements of policy and more detailed description of processes and procedures are included. Where a graduate student's concerns implicate multiple policies or processes, the University reserves the right to decide which process shall apply in order to avoid duplicative and potentially conflicting processes and decisions, or in appropriate circumstances, the order in which multiple reviews may occur. These appeal and grievance procedures shall apply to students in all graduate programs of the University. Students should refer to the online handbooks (or hard copy handbooks if applicable) for their particular programs for more detailed information about the administration and academic policies

of the program. To the extent that these policies conflict in any way with policies, processes and procedures adopted at the College, Department or Program level, the policies set forth herein shall govern.

### **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 24 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. A graduate student who believes a final grade was assigned pursuant to (a) or (b) above should first present the case informally to the faculty or staff member responsible for the course in which the student believes an inappropriate grade has been awarded. If the student is not satisfied with the resolution at this first step, the student shall submit a formal, written appeal, with appropriate documentation, within the first fourteen (14) days of the semester following the awarding of the final grade under challenge, to the head of the department in which the course was offered. The department head (or the program head if the department head chooses to delegate the decision to him/her) will issue a written decision on the appeal within 30 days, or as soon thereafter as practical. If the student is not satisfied with the decision of the department head (or program head), the student may submit a formal, written appeal, with appropriate documentation, within seven (7) days to the Dean of the college in which the course is offered. The Dean shall render a decision within 30 days, or as soon thereafter as practical. The decision of the Dean shall be final and not appealable.

### **Summary of Levels of Appeal for Final Grades:**

- Informal discussion with the faculty member
- Formal written appeal to the department head (or the program head if the department head chooses to delegate the decision to him/her)
- Formal written appeal to the Dean
- Dean issues final non-appealable decision

See, also, Carnegie Mellon University Grading Policies

### **Appeal of Academic Actions**

An “Academic Action” is an action by a program, unit or department based on a graduate student’s academic performance or failure to satisfy academic program requirements. Examples of Academic Actions include, but are not limited to, academic probation, academic suspension, and dismissal/drop. Each college, department, or program may set its own academic requirements and standards for acceptable academic performance. These standards and benchmarks for

performance are set forth in the online and/or hard copy handbooks for individual graduate programs. Graduate students will be notified of an academic action in writing by the applicable department, unit, or program head or director, or designated committee. Graduate students are encouraged to seek informal resolution of any concerns related to academic actions informally within the department, unit or program before filing a formal appeal. Graduate students who wish to appeal an Academic Action must submit a formal, written appeal, with appropriate documentation, to the Dean of the College within seven (7) calendar days after receipt of written notice of the academic action by the department, unit, or program head or director, or designated committee. The Dean may delegate review of the matter to another individual or committee, including but not limited to one of the Associate Deans, the College Council or a specially constituted grievance committee who shall make a recommendation to the Dean. The Dean shall render a decision on the appeal within thirty (30) days or as soon thereafter as practical. Graduate students who wish to appeal the written decision of the Dean must submit a formal written appeal, with appropriate documentation, to the Provost within fourteen (14) calendar days after receipt of the Dean's decision. A copy of the appeal must also be submitted to the Assistant Vice Provost for Graduate Education and to the Dean. The Provost may delegate review of the matter to another individual or committee, including but not limited to the Vice Provost for Education who shall make a recommendation to the Provost. The Provost shall render a decision on the appeal within thirty (30) days or as soon thereafter as practical. Decisions by the Provost are final and not appealable. Generally, sanctions resulting from an Academic Action (e.g. probation, suspension, or dismissal /drop) take effect immediately, regardless of whether an appeal is filed. In exceptional circumstances, however, the appropriate Dean or the Provost may elect to hold sanctions in abeyance pending the resolution of an appeal.

#### **Summary of Levels of Appeal for Academic Actions:**

- Seek informal resolution within department, unit, or program
- Formal written appeal to the Dean
- Decision rendered by the Dean
- Formal written appeal to the Provost
- Provost issues final non-appealable decision

#### **Appeal from Academic Disciplinary Actions**

“Academic Disciplinary Action” refers to penalties or sanctions imposed for violation of academic policies against cheating or plagiarism as defined by the University’s official Policy on Cheating and Plagiarism or other behavior judged as inappropriate academic conduct. The procedures for appeal from an Academic Disciplinary Action are set forth in the University’s official policy on Academic Disciplinary Actions for Graduate Students. Graduate students who wish to appeal an Academic Disciplinary Action must state in writing to the Provost their intention to do so within seven (7) calendar days after the date on which the penalty is communicated to the student (the “penalty date”), and then must present their written appeal with appropriate documentation to the Provost no later than fourteen (14) calendar days after said penalty date. The Provost will then take action on the appeal. Graduate students who wish to appeal the Provost’s decision

must state in writing to the President their intention to do so within seven (7) calendar days of the decision of the Provost. For more details, please review the policy and procedures on Academic Disciplinary Actions for Graduate students. Generally, sanctions resulting from an Academic Disciplinary Action take effect immediately, regardless of whether an appeal is filed. In exceptional circumstances, however, the appropriate Dean or the Provost may elect to hold sanctions in abeyance pending the resolution of an appeal.

**Summary of Levels of Appeal for Academic Disciplinary Actions:**

- Academic disciplinary penalty imposed by faculty and/or department
- Formal written appeal to the Provost – Provost issues decision
- Formal written appeal to the President – President issues final non-appealable decision

**Community Standards Violations**

As members of the University community, Carnegie Mellon students are expected to respect the rights of all students, faculty and staff and adhere to the policies outlined in the Student Handbook contained in The Word, the University Policies website, and any applicable college, department or graduate program handbooks. If a student has observed a violation of university policy or law, or feels harmed by another student’s misconduct (e.g. affecting his/her welfare, property, safety or security) he/she should file a report with the Dean of Student Affairs and/or University Police as appropriate. The procedures for adjudicating community standards violations and for appealing the results are available in The Word under Community Standards. For more information about community standards and disciplinary procedures, please contact the Student Life Office at (412) 268-2142 or visit the Community Standards website.

**Summary of Levels of Appeal for Community Standards Violations:**

**Harassment**

Carnegie Mellon is firmly committed to intellectual honesty, freedom of inquiry and expression and respect for the dignity of each individual. Acts of harassment or intimidation by a student toward any member of the campus community will not be tolerated. Graduate students with concerns or grievances related to harassment or intimidation by another student should contact the Dean of Student Affairs for resolution. Acts of harassment or intimidation by a student may be referred to the University Committee on Discipline. Graduate Students with concerns or grievances related to alleged harassment or intimidation by a staff member, faculty member or other member of the campus community should contact the University Ombudsman and Assistant Vice President for Diversity and Equal Opportunity Services 412-268-1018 for resolution.

**Sexual Harassment and Sexual Assault**

Graduate student grievances or concerns relating to sexual harassment will be handled according to the University’s Policy against Sexual Harassment and Sexual Assault. Any member of the university community, whether faculty member, student, or staff member, who believes she or he has been the victim of sexual harassment and/or sexual assault or is aware of such conduct, is encouraged to make contact with any of the individuals identified in the Policy against Sexual



Harassment and Sexual Assault under Resources: People Who Handle Complaints and Oversee Compliance with this Policy and in the appendices. They will make certain that your complaint is communicated to the appropriate resource for handling.

### **Research Misconduct**

Carnegie Mellon University is responsible for the integrity of research conducted at the University. As a community of scholars, in which truth and integrity are fundamental, the University has established procedures for the investigation of allegations of misconduct of research with due care to protect the rights of those accused, those making the allegations, and the University. The procedures for handling allegations of research misconduct are set forth in the Policy for Handling Alleged Misconduct in Research at Carnegie Mellon University, available at:

<http://www.cmu.edu/policies/research/handling-alleged-misconduct-in-research.html>

For graduate students found responsible for research misconduct, the President of the University may impose specific sanctions up to and including expulsion. The imposition of sanctions is subject to the procedures for approval and/or appeal prescribed for community standards violations, available at:

<http://www.cmu.edu/policies/research/handling-alleged-misconduct-in-research.html>

### **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. The complete reference to this university policy is available at:

<https://www.cmu.edu/policies/student-and-student-life/withdrawal-of-a-degree.html>

### **Return from Leave of Absence**

Graduate students who wish to return to Carnegie Mellon following a leave of absence must follow the procedures set forth in the Student Return Policy, available at:

<http://www.cmu.edu/policies/student-and-student-life/return-student.html>.

Generally, graduate students must negotiate their return to the University with their home academic department and follow any applicable departmental policies. If a department chooses to deny a student's return from a leave of absence, the student may appeal to the Dean of the College.

### **Suspension/Required Withdrawal**

A University Suspension is a forced, temporary leave from the university. There are three types of suspension for students that apply to both graduate and undergraduate students: Graduate students who wish to appeal a suspension or required withdrawal may write to the following individuals depending on the type of suspension: For more details about the Student Suspension / Required Withdrawal Policy, please see:

## **General Grievances**

The following grievance procedures are to be used for graduate student problems or concerns that are not covered by any of the policies or procedures set forth above. As such, these grievance procedures may not be used as a substitute for procedures contemplated under any other policy, including but not limited to, policies regarding academic actions; academic disciplinary actions; community standards; harassment; sexual harassment; intellectual property; research misconduct or any other policy. Graduate students are expected to discuss any concerns or grievances initially with the faculty or staff member(s) involved. Students are strongly encouraged to seek informal resolution of grievances through consultations within the academic unit, department or program. Students may also seek assistance with the informal resolution of a grievance through the designated college ombudsperson or the Assistant Vice Provost for Graduate Education. If a grievance cannot be resolved informally with the faculty or staff member involved within the academic department, a student may submit a formal, written grievance to the head of the department, unit or program. If there is more than one student with a grievance on a particular matter, each student must submit a separate grievance. The department, unit, or program head, or director or designated committee will issue a written decision on the grievance within thirty (30) days or as soon thereafter as practical. Graduate students who wish to appeal from the decision rendered at the department, unit or program level must submit a formal, written appeal to the Dean of the College within seven (7) calendar days after receipt of written notice of the decision by the department, unit, or program head, or director or designated committee. The Dean may delegate review of the matter to another individual or committee, including but not limited to one of the Associate Deans, the College Council or a specially constituted grievance committee who shall make a recommendation to the Dean. The Dean shall render a decision on the appeal within thirty (30) days or as soon thereafter as practical. Graduate students who wish to appeal the written decision of the Dean must submit a formal written appeal to the Provost within seven (7) calendar days after receipt of the Dean's decision. A copy of the appeal must also be submitted to the Assistant Vice Provost for Graduate Education and to the Dean. The Provost may delegate review of the matter to another individual or committee, including but not limited to the Vice Provost for Education who shall make a recommendation to the Provost. The Provost shall render a decision on the appeal within thirty (30) days or as soon thereafter as practical. Decisions by the Provost are final and not appealable.

### **Summary of Levels of Appeal for General Grievances:**

- Seek informal resolution within department, unit, or program
- Formal review by the appropriate department, unit, or program head, or director or designated committee.
- Formal written appeal to the Dean
- Formal written appeal to the Provost
- Provost issues final non-appealable decision

## 14 Employment

### 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 comply with federal law, CMU maintains the [Employment Eligibility Verification \(I-9\) Policy](#) 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](#), or visit the HR Service website to [learn more about Form I-9 and E-Verify](#) and to [schedule an appointment](#) to complete the Form I-9.

### Consensual Intimate Relationship Policy Regarding Undergraduate Students

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.

## 15 Change of Address

Students are responsible for notifying the college and the HUB of all address changes in a timely manner. Students will be held responsible for any failure to receive official college notices due to not having a correct address on file; F-1 students may jeopardize their status if address information is not kept current. Students can change their address using SIO, which is available via the HUB website:

<http://www.cmu.edu/hub/index.html>

## 16 Safeguarding Educational Equity / Sexual Misconduct Policy

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](mailto: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/resources.html> .

## 17 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](mailto:access@andrew.cmu.edu) to begin the interactive accommodation process.

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

## 18 Graduate Student Time Off and Leaves of Absence

### MCS Policy on Graduate Student Time Off

Students with graduate assistantships are expected to continue with their research during academic breaks (including summer months) with the exception of official University holidays. Paid time off for personal business or vacations generally is not included as part of a graduate's financial support. A supported graduate student who wants to take a short break (one or two weeks) must get approval for that break from his/her advisor and, if required by the terms of

the student's support package, must make up the work. Supported graduate students wishing to take longer periods of personal time off must do so without financial support. The advisor will notify the Department's Business Office of any such arrangements so that an appropriate adjustment in the student's support can be processed. **The timing and length of any time off must be approved in advance by the advisor before travel commitments are made.** Before absences, the student must discuss with the supervising faculty member(s) ways to ensure that his/her progress is satisfactory and that research and/or teaching responsibilities can be met satisfactorily. Students with TA responsibilities are expected to be on campus the end of the semester to finish grading or other duties assigned by the department.

## 19 Maternity Accommodation Protocol

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

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

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

Doctoral students who receive an academic stipend funded by Carnegie Mellon are eligible to continue to receive stipend funding for up to six (6) weeks during a Short-Term Maternity Accommodation or a Formal Leave of Absence. Continued academic stipend funding may be extended by two (2) weeks, for a total of eight (8) weeks, if an absence longer than six weeks is medically necessary. To receive this support students must be registered with the Office of the Dean of Student Affairs for a Maternity Accommodation.

## 20 Academic Integrity

Please review the University Policy on [Academic Integrity](#). The policy includes the University expectations around academic integrity and provides definitions for cheating, plagiarism, and unauthorized assistance.

A review of the University's [Academic Disciplinary Actions](#) procedures 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.

## 21 University Policies and Expectations

It is the responsibility of each member of the Carnegie Mellon community to be familiar with university policies and guidelines. The following resources are available to assist you in understanding community expectations.

- [The Word/Student Handbook](#)
- [Academic Integrity Website](#)
- [University Policies Website](#)
- [Graduate Education Website](#)

A University Policy is a rule that has been officially sanctioned by the president of Carnegie Mellon University and senior university leadership, and that generally has university-wide applicability.

These are links to policies especially relevant to graduate students and a complete list of university policies.

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

### Policies

**All graduate students at Carnegie Mellon University are expected to familiarize themselves with and follow applicable University policies and procedures as well as any applicable college and department policies.** College and department policies may be found in the graduate student handbooks or on the websites of each particular college and department. Questions about a specific policy or procedure should be directed to the individual or office responsible for oversight of that policy or procedure. Below are links to various University policies that most frequently concern graduate students. Please note that the policies linked below do not represent a comprehensive list or summary of University policy. Rather, this website is intended to function merely as a convenient resource for policies frequently referenced by graduate students. Additional University policies may apply to graduate students depending upon the particular facts and circumstances of each graduate student's relationship with the University. Comprehensive information on University policies may be found at the [University Policy Homepage](#)

#### Academic Policies

- [Policy on Academic Integrity](#). The Policy on Academic Integrity states that students are expected to produce their own original academic work. Failure to do so is dishonest and is the basis for a charge of cheating, plagiarism, or unauthorized assistance. Such charges are subject to disciplinary action.

- [Academic Disciplinary Action Overview for Graduate Students](#). Carnegie Mellon's policy on Academic Disciplinary Actions Overview for Graduate Students describes procedures for disciplinary actions against graduate students in cases of alleged violations of academic regulations.
- [Doctoral Student Status Policy](#). Doctoral Student Status is a series of policies that set forth a definition of All But Dissertation (ABD) status, time limits on doctoral candidacy status, a definition of in residence and *in absentia* status for ABD candidates and the tuition charged for candidates in residence and candidates *in absentia*.
- [Tax Status of Grad Student Awards](#). The policy on Tax Status of Graduate Student Awards describes the three types of income taxes affecting graduate students at Carnegie Mellon and the requirements for student compliance with the tax code.
- [Computing](#). This policy sets forth university guidelines for use of computing resources.
- [Policies on Examinations](#). The Policies on Examinations represent an understanding between faculty and students concerning an important but often stressful period, especially at the conclusion of each academic semester and at mid-semester.
- [Cross-College University Registration](#). This policy sets forth policies and guidelines for cross-registering for courses at a Pittsburgh Council on Higher Education (PCHE) Institution.
- [Evaluation and Certification of English Fluency](#). The English Fluency in Higher Education Act of 1990 requires all institutions of higher education in Pennsylvania to evaluate and certify the English language fluency of their instructional faculty.
- [Grading Policies](#). Grading Policies details university grading standards for graduates and undergraduates.
- [Intellectual Property Policy](#). The University's Intellectual Property Policy governs the creation of intellectual property and its ownership.
- [Student Leave Policy](#). Students must sometimes interrupt their studies for a variety of reasons (financial, academic or personal). Students choosing to take a leave of absence must first contact their department advisor to discuss their plans while on leave to work out any conditions that may be necessary for a smooth return to Carnegie Mellon.
- [Students' Rights](#). The primary right of students is to pursue their education; the second right of students is to be recognized as members of the student body.
- [Suspension/Required Withdrawal](#). University suspension is a forced, temporary leave from the university. Three types of suspension apply to both graduate and undergraduate students: academic, disciplinary and administrative.
- [Withdrawal of a Degree](#). The university can withdraw a degree if the work or the academic records in support of it had been falsified.
- [Master's Student Statute of Limitations](#). This policy covers time to degree limits on master's degrees.



- [Transfer Credit](#). Graduate programs generally do not accept credits for transfer. Please direct any questions to the graduate program coordinator or head of your home department.
- [Definition of a Unit](#) Carnegie Mellon has adopted the method of assigning a number of “units” for each course to represent the quantity of work required of students. For the average student, one unit represents one work-hour of time per week throughout the semester. The number of units in each course is fixed by the faculty member in consultation with the college offering the course. Three units are the equivalent of one traditional semester credit hour.

### Community Policies

- [Alcohol and Drugs](#). Unlawful possession, use or distribution of illicit drugs or alcohol by students or employees on Carnegie Mellon University property or as part of any of its activities is prohibited.
- [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.
- [Community Standards](#). Community Standards defines the disciplinary process, regulations, violations, hearings, appeals and other disciplinary procedures.
- [Disorderly Conduct](#). This policy sets forth the University’s definition of Disorderly Conduct and states that such action may constitute grounds for disciplinary action or criminal citation.
- [Equal Opportunity/Affirmative Action](#) . All personnel actions are administered in accordance with the university’s commitment to non-discrimination and in compliance with applicable federal, state and local laws, statutes, orders and regulations.
- [Freedom of Expression](#). This policy sets forth the University’s policy on Freedom of Expression, including the rights and responsibilities of members of the University community and considerations in planning campus events.
- [Smoking](#). Smoking of tobacco products is prohibited in all university buildings and facilities owned, leased, or operated by Carnegie Mellon University, including campus vehicles. Smoking of tobacco products is also prohibited on all grounds and outside areas except for limited designated outdoor areas where the negative effects of second-hand exposure is deemed sufficiently low.



- [Student Privacy Rights](#). This policy notifies students of their rights under the federal Family Educational Rights and Privacy Act ("FERPA").
- [Riotous and Disorderly Conduct](#). Security officers have been instructed to arrest members of the campus community and guests who provoke riotous and disorderly behavior.
- [Policy against Sexual Harassment and Sexual Assault](#). This policy defines sexual harassment and sexual assault and describes procedures for reporting concerns or allegations, and for investigating allegations and taking disciplinary or other corrective actions when a violation is found to have occurred.
- [Student Health Insurance](#). All full-time students are required to carry health insurance and will be assessed a charge for the individual basic mandatory plan offered through the university student health insurance program. The charge will appear on the invoice of the first semester of attendance in the academic cycle.
- [Workplace Threats and Violence](#). The Policy on Workplace Threats and Violence states that threats or acts of violence will not be tolerated on property owned or controlled by the university.

#### Research Policies

- [Handling Alleged Misconduct in Research](#). The Policy for Handling Alleged Misconduct in Research defines misconduct and details procedures for the investigation of allegations of misconduct of research.
- [Human Subjects in Research](#). The University is committed to the protection of the rights and welfare of human subjects in research investigations conducted under the jurisdiction of the university. All research involving human subjects is conducted in accordance with federal regulations.
- [Prenatal Radiation Exposure](#). Carnegie Mellon complies with federal regulations to minimize potentially damaging ionizing radiation exposure to the embryos/fetuses of declared pregnant women working in radiologically restricted areas of the university.
- [Research Proposals](#). All proposals, contracts and agreements related to research activities must be reviewed centrally to ensure compliance with government regulations and university policies.
- [Restricted Research](#). Restricted research is inappropriate at Carnegie Mellon University except when confined to the semi-autonomous units, which are not associated with any academic departments.
- [Sponsored Research Policies and Procedures](#). The Office of Sponsored Programs (OSP) provides comprehensive support to faculty and staff in the administration of externally sponsored research.

## 22 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.

## 23 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 doctoral level courses which can also be found at the above webpage.

## 24 Departmental Resources

### Contacts

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## **Faculty of the Department of Mathematical Sciences**

### **Tenure Track Faculty:**

- Jeremy Avigad, Professor of Philosophy (courtesy appointment in Mathematical Sciences)
- Steve Awodey, Professor of Philosophy (courtesy appointment in Mathematical Sciences)
- Tom Bohman, Alexander M. Knaster Professor and Department Head
- Boris Bukh, Associate Professor
- Clinton Conley, Associate Professor
- Gérard P. Cornuéjols, IBM University Professor of Operations Research
- James Cummings, Professor
- Irene Fonseca, Kavčič–Moura University Professor of Mathematics, Director of Center for Nonlinear Analysis
- Florian Frick, Assistant Professor
- Alan Frieze, Professor
- Rami Grossberg, Professor
- Yu Gu, Assistant Professor.
- William J. Hrusa, Professor
- Gautam Iyer, Professor
- David Kinderlehrer, Alumni Professor of Mathematical Sciences, Professor of Materials Science and Engineering
- Dmitry Kramkov, Mellon College of Science Professor of Mathematical Finance
- Martin Larsson, Associate Professor
- John P. Lehoczky, Professor of Statistics and Mathematics
- Giovanni Leoni, Professor
- Po-Shen Loh, Professor
- Wesley Pegden, Associate Professor

- Robert Pego, Professor
- Javier Peña, Bajaj Family Chair in Operations Research (courtesy appointment in Mathematical Sciences)
- Agoston Pisztor, Associate Professor
- Hayden Schaeffer, Associate Professor
- Jack Schaeffer, Professor
- Ernest Schimmerling, Professor
- Steven E. Shreve, Orion Hoch University Professor of Mathematical Sciences
- Dejan Slepčev, Professor
- Richard Statman, Professor
- Ian Tice, Associate Professor
- Tomasz Tkocz, Assistant Professor
- Noel J. Walkington, Professor
- Franziska Weber, Assistant Professor

#### **Teaching Track Faculty:**

- Tim Flaherty, Associate Teaching Professor
- Irina Gheorghiciuc, Associate Teaching Professor
- David Handron, Associate Teaching Professor
- Jason Howell, Teaching Professor, Director of Undergraduate Studies
- Gregory Johnson, Associate Teaching Professor
- John Mackey, Teaching Professor
- Daniela Mihai, Associate Teaching Professor
- Clive Newstead, Assistant Teaching Professor
- David Offner, Associate Teaching Professor

## **Computing Resources**

The Math Sciences computing support website can be found at:

<http://support.math.cmu.edu/>

There are three layers of computing facilities available to faculty and graduate students:

1. The Andrew computing environment maintained by CMU Computing Services offers:
  - The andrew login ID
  - University licensed software downloads via:

<http://www.cmu.edu/computing/software/index.html>

- Network registration of private and lab computers via:
    - <http://cando.net.cmu.edu/>
  - A set of other facilities (e.g. spam filtering, web authoring, licensing). For support of andrew services, please contact the CS support group at phone 8-HELP or e-mail [it-help@cmu.edu](mailto:it-help@cmu.edu)
2. The departmental computing environment consists in a set of clusters, desktops, and printers maintained by the department. Departmental support can be obtained by sending email to [help@math.cmu.edu](mailto:help@math.cmu.edu). To use most of the departmental facilities, an account can be obtained upon request from room 6108. The most important components of the departmental computing facilities are:
- The cluster in room 6120; the computers qwe1 to qwe8.math.cmu.edu, belong to this cluster and offer easy access to:
    - Most scientific and office applications,
    - Printing and scanning.
    - A departmental email address username@math.cmu.edu which can be filtered and managed locally by the user
    - A personal website <http://www.math.cmu.edu/~username/> showing the files in the public directory on the cluster.
  - A separate cluster containing the nodes fp80-fp87.math.cmu.edu that can be used for parallel program- ming and running scientific simulations; the node fpg1.math.cmu.edu can be used for GPU programming using CUDA; the node fp48.math.cmu.edu can be used for high memory jobs; the access to the parallel cluster is made via ssh using the departmental account.
  - Printing to the printers in the cluster room (code, heavycolor) and lounges at 7th (jet7) and 8th floors (jet8); every printer is labeled with the printing queues and its network configuration; typically a printer is associated with three queues for printing single sided or duplex; these printers can be used as well from the office computers.
  - Computing education classes; every spring semester you are invited to attend “21-765. Introduction to Parallel Computing and Scientific Computation”; please see <http://www.math.cmu.edu/~florin/M21-765/>
3. Office and lab computers are typically serviced by the departmental support group as well; in certain cases these computers use a private set of accounts, local to the group owning the computer; the access to these computers and printers is restricted to the group owning them or to the occupants of the office.

# Appendices

## Appendix A

### Key Offices for Graduate Student Support

- [Graduate Education Office, grad-ed@cmu.edu](mailto: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. The Graduate Education Office 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 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 issues related to the graduate student experience

The Graduate Education Office 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](#). 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 [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.

Additional resources for graduate students include the [Student Support Resources](#) team and [College Liaisons](#). [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](#). Diversity and inclusion have a singular place among the values of Carnegie Mellon University. The Center for Student Diversity & Inclusion actively cultivates a strong, diverse and inclusive community capable of living out these values and advancing research, creativity, learning and development that changes the world.

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

- First generation/first in family to attend college programs
- LGBTQ+ Initiatives



- Race and ethnically-focused programs, including Inter-University Graduate Students of Color Series (SOC) and PhD SOC Network
  - Women’s empowerment programs, including Graduate Women’s Gatherings (GWGs)
  - Transgender and non-binary student programs
- [Assistance for Individuals with Disabilities](#). The Office of Disability Resources at Carnegie Mellon University has a continued mission to provide physical, 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](mailto:access@andrew.cmu.edu) to begin the interactive accommodation process.

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

- [Eberly Center for Teaching Excellence](#). 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](http://www.cmu.edu/teaching/graduatestudentsupport/index.html)
- [Graduate Student Assembly](#). 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](#).

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.

- [Office of International Education \(OIE\)](#). 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](#). 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 resources in the Pittsburgh community. The ROTC and Veteran Affairs Coordinator can be reached at [uro-vaedbenefits@andrew.cmu.edu](mailto:uro-vaedbenefits@andrew.cmu.edu) or 412-268-8747.
- [Carnegie Mellon Ethics Hotline](#). The health, safety and well-being of the university community are top priorities at Carnegie Mellon University. CMU provides a hotline that all members of the university community should use to confidentially report suspected unethical activity relating to areas below:
  - Academic and Student Life
  - Bias Reporting
  - Environmental Health and Safety
  - Financial Matters
  - High-Risk Incident
  - Human Resource Related
  - Information Systems
  - Research
  - Threat of Business Interruption
  - Threat of Violence or Physical Harm

– Title IX

Students, faculty and staff can anonymously file a report by calling 877-700-7050 or visiting [www.reportit.net](http://www.reportit.net) (user name: tartans; password: plaid). All submissions are reported to appropriate university personnel. The hotline is NOT an emergency service. For emergencies, call University Police at 412-268-2323.

- [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.

## Key Offices for Academic & Research Support

- [Computing and Information Resources](#). 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](#) section and the [University Computing Policy](#).

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](mailto:it-help@cmu.edu).

- [Student Academic Success Center](#). A one-stop shop for Student Academic Support Programs

*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.

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

## Key Offices for Health, Wellness & Safety

- [Counseling and Psychological Services](#). Counseling and 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](#). 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 and 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](#). 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 [online](#) or by contacting the Program Director for Student Affairs Wellness Initiatives, at [alusk@andrew.cmu.edu](mailto:alusk@andrew.cmu.edu).
- [Religious and Spiritual Life Initiatives \(RSLI\)](#). 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](#). 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](#).

- [Shuttle & 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](#). 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/>. The following policies can be found:
  - 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