

Carnegie
Mellon
University

GRADUATE STUDENT POLICY HANDBOOK

M.S. in Biotechnology and
Pharmaceutical Engineering

www.cmu.edu/ms-biotech-pharma

M.S. IN BIOTECHNOLOGY AND PHARMACEUTICAL ENGINEERING

Resource Handbook for Graduate Students

Fall 2021 matriculating students

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WELCOME

The directors and assistant directors of the Masters in Biotechnology and Pharmaceutical Engineering program (MSBTPE), which is a joint offering from the Department of Biological Sciences and the Chemical Engineering Department, would like to welcome you to the program and to Carnegie Mellon University! This document explains the policies of the MSBTPE program. You should read it thoroughly.

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

MSBTPE MISSION STATEMENT

The MSBTPE program seeks to train the world's best Biotechnologists, Pharmaceutical Engineers, and Bioprocess Engineers at the Master's level. The curriculum provides both breadth and depth of training in Biotechnology and Pharmaceutical Engineering and is built on a solid foundation of Biology and Chemical Engineering. Interested students are also given opportunities to pursue research. Our graduates are prepared for rewarding jobs in industry or to pursue their doctoral degrees at top universities.

INTRODUCTION

The Department of Biological Sciences and the Chemical Engineering Department have prepared this statement of policies and procedures to help answer questions that students may have as they enter the M.S. in Biotechnology and Pharmaceutical Engineering (MSBTPE) program. This document specifies requirements that must be achieved in order to be a student in good standing; **failure to meet any of these requirements may result in dismissal from the program.**

The MSBTPE Steering Committee and Graduate Programs Offices in both departments provide ongoing guidance and assistance to students throughout the course of their graduate career, and any questions or concerns may be discussed with either the faculty of the MSBTPE Steering Committee or the Department Heads at any time. The Word/Student Handbook which details university-wide policies is available upon request from the Graduate Programs Office.

UNIVERSITY POLICIES & EXPECTATIONS

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

The Word/Student Handbook: www.cmu.edu/student-affairs/theword//index.html

Academic Integrity Website: www.cmu.edu/academic-integrity

University Policies Website: www.cmu.edu/policies/

The Office of Graduation and Postdoctoral Affairs Website: www.cmu.edu/graduate/policies/index.html

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

CARNEGIE MELLON UNIVERSITY STATEMENT OF ASSURANCE

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

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

You can obtain general information about Carnegie Mellon University by calling 412-268-2000. The Statement of Assurance can also be found online at: www.cmu.edu/policies/documents/SoA.html.

THE CARNEGIE MELLON CODE

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

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

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

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

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

The Carnegie Mellon Code can also be found online at: <https://www.cmu.edu/student-affairs/theword/code/index.html>.

PROVOST'S STATEMENT ON STUDENT WELL BEING

Take care of yourself. Do your best to maintain a healthy lifestyle this semester by eating well, exercising, avoiding drugs and alcohol, getting enough sleep, and taking some time to relax. This will help you achieve your goals and cope with stress.

All of us benefit from support during times of struggle. You are not alone. There are many helpful resources available on campus and an important part of the college experience is learning how to ask for help. Asking for support sooner rather than later is often helpful.

If you or anyone you know experiences any academic stress, difficult life events, or feelings like anxiety or depression, we strongly encourage you to seek support. Counseling and Psychological Services (CaPS) is here to help: call 412-268-2922 and visit their website at <http://www.cmu.edu/counseling/>. Consider reaching out to a friend, faculty or family member you trust for help getting connected to the support that can help.

ALSO

If you or someone you know is feeling suicidal or in danger of self-harm, call someone immediately, day or night:

CaPS: 412-268-2922

Re:solve Crisis Network: 888-796-8226

If the situation is life threatening, call the police:

On campus: CMU Police: 412-268-2323

Off campus: 911

CARNEGIE MELLON UNIVERSITY VISION & MISSION

Vision

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

Mission

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

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

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

PROGRAM CONTACTS

MSBTPE STEERING COMMITTEE FACULTY

Whom to contact for what?

Co-director, MSBTPE

*Overall Program Management, Academic Integrity Issues,
Leave of Absence Approval*

James Schneider, Ph.D.
DH 3121
412-268-4394
schneider@cmu.edu

Co-director, MSBTPE

*Overall Program Management, Academic Integrity Issues,
Leave of Absence Approval*

Jonathan Minden, Ph.D.
MI 279
412-268-2669
minden@cmu.edu

Assistant Director (Academic Advising), MSBTPE,
Biological Sciences

*Academic Advising and Course Selection, Periodic
Academic Progress Checks, Change to P/F, Research for
Credit, Graduation Certifications, Student Life Issues,
International Student Issues, Oral Communication Skills,
Alumni Networking, Bioprocessing Optimization,
Entrepreneurship, and Regulatory Compliance and Social
Events, Career Center and Industry Liaison, Diploma
Ceremony, Overall Program Management
Internship and Job advising, OPT/CPT authorization,
Career Center and Industry Liaison, Alumni Networking,
Course Selection, Professional Development, Career
Events, Social Events, Overall Program Management*

D.J. Brasier, Ph.D.
MI 415A
412-268-1951
dbrasier@andrew.cmu.edu

PROGRAM FACULTY

<http://www.cbd.cmu.edu/directory/faculty/voting-faculty/>

<https://www.cmu.edu/bio/people/faculty/index.html>

PRIMARY SUPPORT STAFF

Director of Graduate Operations
(Biological Sciences Graduate
Programs Office)

*Graduate Student Database
Management, Pre- and Post-
Admission Procedures through
Graduation, Biological Sciences
Graduate Ombudsperson,
Graduation Certifications,
Diploma Ceremony, Orientation
Coordination*

Ena Miceli, MPM
MI 415
412-268-3012
emiceli@andrew.cmu.edu

Administrative Coordinator
(Chemical Engineering
Department Academic Programs
Office)

*DH MSBTPE building access
and Chemical Engineering
faculty contact support*

Janet Latini
DH 1107
412-268-2230
jlatini@andrew.cmu.edu

OTHER SUPPORT STAFF

Communications Manager
(MCS)

Matthew Salyers
MI 409F
412-268-6358
msalyers@andrew.cmu.edu

IT Support Consultant (BSC)

Ryan Parrotte
MI 411J
412-268-4535
ryanpar@andrew.cmu.edu

DEPARTMENTAL LEVEL CONTACTS

Department Head,
Biological Sciences Department

Veronica Hinman, Ph.D.
MI 634A
412-268-9348
vhinman@andrew.cmu.edu

Department Head,
Chemical Engineering
Department

Anne Skaja Robinson,
Ph.D.
DH 1111
412-268-2230
asrobins@andrew.cmu.edu

Business Manager (BSC)

David Casillas
MI 410
412-268-4182
dcasillas@andrew.cmu.edu

COLLEGE LEVEL CONTACTS

Dean,
Mellon College of Science

Rebecca Doerge, Ph.D.
MI 432
412-268-5124
mcsdean@andrew.cmu.edu

Dean,
College of Engineering

Bill Sanders Ph.D.
ANSYS 219
412-268-5090
sanders@cmu.edu

MCS Associate Dean for Graduate
Students,
Mellon College of Science

Manfred Paulini, Ph.D.
WH 7307
412-268-3887
paulini@cmu.edu

Director, Graduate Programs
Mellon College of Science

Gwen Stanczak
MI 411A
412-268-1956
gwens@andrew.cmu

UNIVERSITY LEVEL CONTACTS

Student Affairs Liaison

Supporting students to manage mental and physical health and other personal issues including finding appropriate resources and help to manage the impact on coursework and life outside of classes.

John Hannon, Ph.D.

Warner Hall 300

412-268-2139

jfhannon@andrew.cmu.edu

SECTION 1. DEGREE ATTAINMENT

COURSES AND GRADES

COURSEWORK

Before beginning courses, all students are required to satisfactorily complete an academic integrity instructional module, as proscribed by the Steering Committee.

The university's complete Schedule of Classes can be found at www.cmu.edu/hub.

To receive the M.S. degree, students must successfully complete these requirements:

- A. At least 108 units of coursework, which includes courses in specific categories as listed below
- B. The average grade of B or above (GPA = 3.0) in those 108 or more units counted toward degree certification
- C. Full-time course registration (at least 36 units) for each semester in the program

Coursework consists of:

A) Foundation Courses (39-57 units)

Minimum C grade in each course counted toward graduation

- **03-622** Metabolism, Cell Biology, and Molecular Biology - Masters (Fall, 9 units)
- **03-709** Applied Cell and Molecular Biology (Fall, 12 units)
- **06-602** Bioprocessing Optimization, Entrepreneurship, and Regulatory Compliance (Spring, 3 units)
- **06-621** Material and Mass Balance (Fall, 9 units)
- **06-722** BioProcess Design (Fall, 12 units)
- **03-777-A3** Cell culture and microscopy (Spring, 6 units)
- **06-777-A4** CPS III lab (6 units)

The MSBTPE Steering Committee may waive 03-622 and/or 06-621. It is recommended that students with strong biology backgrounds take the placement exam for 03-620 and those with strong engineering backgrounds take 06-621. To have a course waived, the student must demonstrate proficiency through a placement exam. Placement exams are offered before the start of the fall semester. If a student misses a placement exam because of illness or immigration delays, then s/he must contact the committee before the start of classes to schedule a time to take the exam(s) before the end of the first week of classes. Because the total number of units required to graduate is 108, students who waive more than 9 units of foundation course must add a corresponding number of required depth course units (see below). This preserves the degree requirement at 108 units. Students who place out of a foundation course should take an appropriate course approved by the Steering Committee.

Note: The Bioprocessing Optimization, Entrepreneurship, and Regulatory Compliance course should be taken during a student's **second semester**. This is a Pass/Fail course and must be passed in order to complete the MSBTPE degree.

B) Biology Elective Courses (24 units)

Minimum C grade in each course counted toward graduation

- **03727 (S)** Protein-protein interactions and protein processing
- **03728 (S)** Genome Editing Biotechnology
- **03736 (F)** Synthetic Biology: Cells as products & metabolic engineering
- **03737 (F)** Biosensors: the future of functional imaging
- **03742 (F)** Advanced Molecular Biology
- **03766 (F)** Advanced Neuropharmacology
- **03791 (S)** Advanced Microbiology

C) Chemical Engineering Elective Courses (24 units)

Minimum C grade in each course counted toward graduation

- **06609 (F)** Physical Chemistry of Macromolecules
- **06610 (F)** Rheology and Structure of Complex Fluids
- **06612 (F)** Formulation Engineering
- **06804 (F)** Drug Delivery Systems
- **06626 (F)** mini on Bacterial Cell Culture & Fermentation
- **06627 (F)** mini on Mammalian Cell Culture
- **06636 (S)** mini on Bioseparation
- **06637 (S)** mini on Spectroscopy and Biomolecular Characterization

D) Additional Elective Courses (12-21 units – depending on whether more than 9 units of foundation courses are waived, see above)

Minimum C grade in each course counted toward graduation

- **Any course listed above from either host department**
- **42611 (F)** Biomaterials
- **42670 (F)** Biomaterials Host Interactions
- **42676 (F)** Bionanotechnology
- **42684 (F)** Concepts in Immunoengineering & Immunotherapy Drug Development
- **09710 (S)** Chemistry and Sustainability
- **09737 (S)** Medicinal Chemistry and Drug Development
- **09722 (F)** Kinetics and Mechanisms of Enzymatic Rx'ns
- **02604 (F)** Bioinformatics
- **02710 (S)** Computational Genomics
- **03711 (F)** Computational Molecular Biology and Genomics
- **03713 (S)** Bioinformatics data integration practicum
- **03-/06690 (U)** Biotech/Pharma Internship

NOTE on classes from other departments and 03711 & 03713: These above classes (other than 03-/06690 (U) Biotech/Pharma Internship) may give priority to students from other programs/departments.

Also, students should note that many courses (including some from host departments) have pre-requisite knowledge as described below:

03727 (S) Protein-protein interactions and protein processing

This course requires completion of 03-709 (required of all students) and so will be available to any students who have completed the first semester requirements

03728 (F) Genome Editing Biotechnology

This course requires concurrent enrollment in 03-709 (required of all students) and so will be available to any students in the program

03790 (S) Advanced Topics in Immunology & Immunotherapy (CAR-T)

This course requires completion of 03-709 (required of all students) and so will be available to any students who have completed the first semester requirements

03729 (F) Synthetic Biology: Cells as products & metabolic engineering

This course requires concurrent enrollment in 03-709 (required of all students) and so will be available to any students in the program

03742 (F) Advanced Molecular Biology

This course requires completion of 03-709 (required of all students) and also 03-620 (required of students who do not place out of it) so this will be available to any students who have completed the first semester requirements during the fall of their second year. Some students who have strong biology background may request instructor permission to take it in the fall of year 1, although it is unlikely that this elective will fit in many students' fall year 1 schedule.

03766 (F) Advanced Neuropharmacology

This course requires completion of 03-709 (required of all students) and also 03-620 (required of students who do not place out of it) so this will be available to any students who have completed the first semester requirements during the fall of their second year. Some students who have strong biology background may request instructor permission to take it in the fall of year 1, although it is unlikely that this elective will fit in many students' fall year 1 schedule.

03791 (S) Advanced Microbiology

This course requires completion of 03-709 (required of all students) and so will be available to any students who have completed the first semester requirements

06609 (F) Physical Chemistry of Macromolecules

This course requires completion of 06-722 (required of all students) and also 02-621 (required of students who do not place out of it) so this will be available to any students who have completed the first semester requirements during the fall of their second year. Some students who have strong chemical engineering background may request instructor permission to take it in the fall of year 1, although it is unlikely that this elective will fit in many students' fall year 1 schedule.

06610 (F) Rheology and Structure of Complex Fluids

This course requires completion of 06-722 (required of all students) and also 02-621 (required of students who do not place out of it) so this will be available to any students who have completed the first semester requirements during the fall of their second year. Some students who have strong chemical engineering background may request instructor permission to take it in the fall of year 1, although it is unlikely that this elective will fit in many students' fall year 1 schedule.

06612 (F) Formulation Engineering

This course requires completion of 06-722 (required of all students) and also 02-621 (required of students who do not place out of it) so this will be available to any students who have completed the first semester requirements during the fall of their second year. Some students who have strong chemical engineering background may request instructor permission to take it in the fall of year 1, although it is unlikely that this elective will fit in many students' fall schedules.

06804 (F) Drug Delivery Systems

This course requires completion of 06-722 (required of all students) and also 02-621 (required of students who do not place out of it) so this will be available to any students who have completed the first semester requirements during the fall of their second year. Some students who have strong chemical engineering background may request instructor permission to take it in all of year 1, although it is unlikely that this elective will fit in many students' fall schedules.

06626 (F) mini on Bacterial Cell Culture & Fermentation

This course requires concurrent enrollment in 06-722 (required of all students) and so will be available to any students in the program

06627 (F) mini on Mammalian Cell Culture

This course requires concurrent enrollment in 06-722 (required of all students) and so will be available to any students in the program

06636 (S) mini on Bioseparation

This course requires completion of 06-722 (required of all students) and so will be available to any students in the program who have completed their first semester requirements

06637 (S) mini on Spectroscopy and Biomolecular Characterization.

This course requires completion of 06-722 (required of all students) and so will be available to any students in the program who have completed their first semester requirements

42611 (F) Biomaterials

This course requires knowledge equivalent to what will be taught in 06-621 (required of students who do not place out of it). Therefore, some students will only be able to take it in the fall of their second year.

42670 (F) Biomaterials Host Interactions

This course requires knowledge equivalent to what will be taught in 03-709 (required of all students) and 06-621 (required of students who do not place out of it). Therefore, some students will only be able to take it in the fall of their second year.

42676 (F) Bionanotechnology

This course requires knowledge equivalent to what will be taught in 03-709 (required of all students) and 06-621 (required of students who do not place out of it). Therefore, some students will only be able to take it in the fall of their second year.

42684 (F) Concepts in Immunoengineering & Immunotherapy Drug Development

This course requires knowledge equivalent to what will be taught in 03-709 (required of all students) and 06-621 (required of students who do not place out of it). Therefore, some students will only be able to take it in the fall of their second year.

09710 (S) Chemistry and Sustainability

This course requires knowledge equivalent to what will be taught in 03-709 (required of all students) and 06-621 (required of students who do not place out of it) and so will be available to any students in the program who have completed their first semester requirements.

09737 (S) Medicinal Chemistry and Drug Development

This course requires knowledge equivalent to what will be taught in 03-709 (required of all students) and 06-621 (required of students who do not place out of it) and so will be available to any students in the program who have completed their first semester requirements.

09722 (F) Kinetics and Mechanisms of Enzymatic Rx'ns

This course requires knowledge equivalent to what will be taught in 06-621 (required of students who do not place out of it). Therefore, some students will only be able to take it in the fall of their second year.

02604 (F) Bioinformatics

This course requires skill in programming equivalent to completion of 15-112 (taught every semester), 02-201 (taught every semester), or 02-601 (taught every fall). Permission from the instructor can be obtained by any student who passes a competency exam in programming. Since the above introductory programming courses do not count toward the degree and programming ability is not a pre-requisite for admission, some students may not be able to take this course during their time at CMU. However, students who do come in with sufficient programming background may count this as an elective. Additionally, if a student completes one of the above programming classes during their first year (in addition to the required 36-39 units per semester of coursework that counts toward the degree), then that student may take 02-604 as an elective toward their degree in fall of year 2.

02710 (S) Computational Genomics

This course requires 10-701 as a co-requisite and so will only be available to students who have received permission from the instructor. As per e-mails received from the Computational Biology Department, such permission would be available to students who have completed 10-315 or equivalent prior to enrollment in the program. This is likely to represent a very small minority of students. However, this course would be allowed as an elective toward this degree for a student who fits that requirement. Another small minority might have sufficient math, statistics, and programming background prior to enrolling in the program and also find space on top of the required 36-39 units per semester in the first year to take 10-701; they could also count it toward their degree.

03711 (F) Computational Molecular Biology & Genomics

This course requires pre-requisite knowledge equivalent to completion of 03-709 (required of all students), 03-620 (required of all students who do not place out of it), and 15-122 or equivalent. The Biological Sciences Department will grant permission to students who have completed 15-122 or equivalent prior to enrollment in the program. This is likely to represent a very small minority of students. However, this course would be allowed as an elective toward this degree for a student who fits that requirement. Another small minority might have sufficient math, statistics, and programming background prior to enrolling in the program and also find space on top of the required 36-39 units per semester in the first year to take 10-701; they could also count it toward their degree.

03713 (S) Bioinformatics data integration practicum

This course requires skill in programming equivalent to completion of 15-112 (taught every semester), 02-201 (taught every semester), or 02-601 (taught every fall). Permission from the instructor can be obtained by any student who passes a competency exam in programming. Since the above introductory programming courses do not count toward the degree and programming ability is not a pre-requisite for admission, some students may not be able to take this course during their time at CMU. However, students who do come in with sufficient programming background may count this as an elective. Additionally, if a student completes one of the above programming classes during their first semester (in addition to the required 36-39 units per semester of coursework that counts toward the degree), then that student may take 03-713 as an elective toward their degree in spring of year 1.

Other notes

- Up to 12 units of research (06-700 or 03-700) with a faculty advisor may be counted toward the depth credits. Research should be approved by the Assistant Director (Academic Advising). Research taken as 06-700 will count toward the Chemical Engineering (06-XXX) requirement in the depth category; research taken as 03-700 will count as biology 03-7XX depth coursework. Students who do more than 12 units of research are encouraged to write an honors thesis (see "Graduation Honors and Awards"). Written approval from the full MSBTPE Steering Committee is needed to count more than 12 units of thesis research toward degree completion.
- Any course not listed above will need the **written approval** of the Assistant Director (Academic Advising). The request will be evaluated based on relevance to program educational goals and the absence of equivalent pre-approved courses.
- CMU undergraduate students enrolling for a continuing M.S. can use relevant courses from their undergraduate years to count toward an M.S. degree. The courses used toward an M.S. degree CANNOT be counted toward undergraduate degree certification. Undergraduate degree advisors need to verify and sign the [Declaration of Carry-Over Credit form](#) confirming no double counting.

Important Rules for Coursework

- **All student course selections are subject to the approval of the MSBTPE Steering Committee.**
- **During the first semester, all coursework must count toward degree completion. Any exceptions require written permission from the Assistant Director for Academics.**
- **In the second semester, 36 units of coursework must be taken, but the student may take additional courses that don't count toward the degree. Exceptions require approval of the Assistant Director for Academics. Every course requires written permission from the Assistant Director for Academics.**
- **All course requirements must be fulfilled by the end of the student's third semester. In addition to completing all remaining degree requirements, students may take other courses that don't count toward their degree with permission from the Assistant Director for Academics.**
- **Students must maintain full-time enrollment in the program (minimum 36 units per semester - the only exception that is allowed is if CMU Student Affairs and/or a medical provider requests that a student be allowed to take a reduced course load).**

If a student completes a Biotechnology and Pharmaceutical Engineering internship, then they may receive three units of depth credit for each term (03-690A).

CHANGING PROGRAMS

If an MSBTPE student accepts another program's offer to begin before matriculation in the MSBTPE program, the MSBTPE committee reserves the right to nullify the MSBTPE offer.

GRADES & ACADEMIC STANDING

To be in good academic standing, a student is expected to maintain a B average (GPA = 3.0) in the coursework that will be counted towards the degree. No grade lower than B- in foundation course(s) and no grade lower than C in other course categories shall be used for completion of degree requirements.

UNIVERSITY POLICY ON GRADES

This policy offers details concerning university grading principles for students taking courses and covers the specifics of assigning and changing grades, grading options, drop/withdrawals, and course repeats. It also defines the undergraduate and graduate grading standards. The policy may be found at www.cmu.edu/policies/student-and-student-life/grading.html.

ACADEMIC PROBATION

If the MSBTPE Steering Committee determines that a student is making inadequate progress, it will notify the student in writing of the deficiencies and the consequences of failing to correct those deficiencies. Any student whose cumulative QPA is at or below 2.0 after one term or 2.5 after two or more terms or who is otherwise not making satisfactory progress toward their degree will receive a letter from the program placing them on academic probation. Under most circumstances, the student will be given one semester to earn a B average in the courses to be counted towards the degree. Additionally, students who don't earn minimum required grades in any classes (B- or higher in foundation classes or C or higher in other classes counting toward the degree) will also be placed on academic probation. Academic probation will end only when the student returns to a B average and fulfills the other requirements laid out in the terms of their probation. Failure to return to good academic standing after one-semester dismissal from the program or other actions as decided upon by the administration of the program.

ACADEMIC INTEGRITY

At all times students are expected to maintain ethical conduct as described in the university policies on Academic Integrity.

Serious action will be taken against all students who are caught violating the CMU Academic Integrity Code (as defined here: <http://www.cmu.edu/academic-integrity/>).

In addition to university policies, course instructors set specific policies for every assignment in their course. Instructors typically state on their syllabus what types of collaboration are allowed or not allowed on different types of assignments. However, ***students are responsible*** for making sure they understand what kind of collaboration is allowed or not. If you are not 100% certain about what is allowed on an assignment, do not start working on it until you have contacted the instructor to clarify. Unintentional violations of course policy ***are still treated as violations of academic integrity*** and can result in course-level penalties and program level penalties.

In addition to any course-level actions taken by instructors (e.g., giving the student a failing grade on the assignment up to a failing grade in the entire course without the option to withdraw), the program co-directors will impose penalties for academic integrity violations. Program level consequences may include any or all of the following: probation (see “Grades” below); suspension for one or more semesters; dismissal from the program; required additional training on academic integrity; or other action as decided upon by the administration of the program.

Consequences for violations of academic integrity or other program policies will be determined by the program administration on a case-by-case basis with consideration of a variety of different factors, including:

- The severity of the violation, including factors such as the number of assignments in question, the weight of those assignments in the course, the type of violation, fraction of the assignment in question that violated course policy, the overall impact of the violation on the academic environment in the course, impact of the violation on the academic environment in the program and university in general, and other factors determined by the two program co-directors.
- Whether a student has had an academic integrity violation in the past
- Lying about the facts of the violation or fabricating evidence to cover up a violation

In most cases, two violations (and in some a single violation that is severe or when the student lies about the facts of the case) are grounds for dismissal from the MSBTPE program.

Students may appeal whether a violation occurred and also course and/or program level outcomes following University procedures: <http://www.cmu.edu/academic-integrity>

Note that university policies about academic integrity are subject to change and students should review current procedures each semester.

PROFESSIONAL DEVELOPMENT, RESEARCH, AND INTERNSHIPS

BIOPROCESSING OPTIMIZATION, ENTREPRENEURSHIP, AND REGULATORY COMPLIANCE COURSE

Bioprocessing Optimization, Entrepreneurship, and Regulatory Compliance in Biotechnology and Pharmaceutical Engineering (06-602) meet weekly. This course presents an opportunity for students to learn about resources available to them on campus and outside, share knowledge, hone their professional skills, and network with other students, employers, and alumni. The primary goal of this course is to position students for on-time graduation and to empower students with the important tools necessary to find an internship, secure a job, or further pursue a Ph.D.

All students will need to register for 06-602, a 3-unit course, and successfully complete the course with a passing grade during their first semester. This course contributes toward the units for graduation certification as well as the 36 units required for a student to be considered full-time. As a pass/fail course, it is not factored into a student's QPA. NOTE this is the only course that a student may count toward graduation with a "pass" grade aside from 3 more units of seminar (next section) which may count toward depth.

SEMINARS, INVITED TALKS, AND JOURNAL CLUB

Each semester, all students may register for and attend the weekly seminars (*Graduate Research Seminar 03-750*, 1 unit; and/or *Graduate Seminar 06-800*, 1 unit). Graduate students are strongly urged to meet the speakers to broaden their knowledge of cutting-edge science and to make useful contacts; the faculty host can arrange individual or small group meetings for interested students.

Note: The above seminar courses are pass/fail; however, students may apply up to three units of seminars toward the graduation units. These courses are very beneficial in keeping abreast with current research and in networking, so we encourage students to enroll in these courses, particularly if they are interested in pursuing a Ph.D. or other advanced degree.

Invited talks from outside speakers and alumni are arranged throughout the year. They will be announced via e-mail.

RESEARCH

Students who are interested in conducting research for academic credit take *M.S. Thesis Research 03-700* or *06-700* for research with Biological Sciences faculty mentor or Chemical Engineering faculty mentor respectively.

- Up to 12 units of 06-700 or 03-700 may be counted toward the degree without written approval from the MSBTPE advising committee.
- Students may be eligible for "Research Honors".

Typically, students contact faculty directly to learn about available research opportunities. To register for this class, please contact the Assistant Directors (Academic Advising & Internship) who will assist with registration.

It is strongly advised that students wait until their second semester to begin research.

Some faculty members may be willing to pay research assistantships. You can receive either research credit or pay for research in a given semester, but not both.

Summer research in a lab requires you to either be paid (as a CMU employee) or to register for a course. Most students prefer to be employed, but if you want to get course credit for summer research, please ask the program advisors.

F-1 and J-1 students may work on the CMU campus part-time or full-time during vacation terms or any official school breaks, including summer. What that means is that summer research in a lab does not need CPT authorization. For more information, see: <https://www.cmu.edu/oie/foreign-students/employment.html>

INTERNSHIPS

Students often secure internships in industry or academia during the summer between the first and second years, and less often during the academic year. The internship must be relevant to Biotechnology and Pharmaceutical Engineering. Students must contact the Assistant Director (Internships and Job Placement) during late fall about planning for an internship.

Any student completing an off-campus internship during this summer must register for three (tuition free) units of 03-601R, Biotechnology and Pharmaceutical Engineering Internship. Students who complete an internship during the fall or spring semester should register for three (tuition charged) units of 03-601A, Biotechnology and Pharmaceutical Engineering Internship.

Students involved in paid on campus summer research should register for 03-601-R as well. Before beginning any research please discuss with Assistant Directors.

Before registering for 03-601R or 03-601A, **written approval** must be obtained from the Assistant Director (Internships and Job Placement) who will ensure that the internship is relevant to Biotechnology and Pharmaceutical Engineering and maintain contact with the internship supervisor.

International students

International students who secure paid summer internships outside of Carnegie Mellon must also register for Curricular Practical Training (CPT) or Pre-Completion Optional Practical Training (OPT), both of which are overseen by the Office of International Education (OIE). International students are not eligible for CPT until the summer after their first full academic year. **To receive either training authorization from OIE, the internship must be in Biotechnology and Pharmaceutical Engineering.** For CPT authorization, students must present the offer letter stating employment dates, work hours, and amount of wages or stipend for the internship. The Assistant Director (Internships and Job Placement) signs all CPT authorization requests and may deny a request if the internship is not relevant to Biotechnology and Pharmaceutical Engineering. Note that whereas CPT authorization typically has a faster turnaround, OPT authorization is sought through OIE and can take up to 90 days to obtain. **All international students MUST consult with OIE** for eligibility (and in the case of CPT the Assistant Director (Internships and Job Placement) before seeking an internship/co-op or signing an offer contract.

Graduate students are required to have a certain level of fluency in English before they can instruct in Pennsylvania, as required by the English Fluency in Higher Education Act of 1990. Through this Act, all institutions of higher education in the state are required to evaluate and certify the English fluency of all instructional personnel, including teaching assistants and interns. The full university policy can be reviewed at: <https://www.cmu.edu/policies/faculty/evaluation-certification-english-fluency-instructors.html>. The fluency of all instructional personnel will be determined by each department. In addition to administering the International Teaching Assistant (ITA) Test (a mandatory screening test for any non-native speaker of English), the Intercultural Communication Center (ICC) helps teaching assistants who are non-native English speakers develop fluency and cultural understanding to teach successfully at Carnegie Mellon. Visit the ICC website for additional information: www.cmu.edu/icc.

COURSE REGISTRATION

In the first fall semester, students are pre-enrolled for the foundation courses. In subsequent semesters, students register online for their own classes; information is available at www.cmu.edu/hub/registration. Students register online at www.cmu.edu/hub/sio with an Andrew ID.

- To be full-time, students must register for at least 36 units per semester. Students are advised to take no more than 48 units in any semester.

PCHE

Cross-registration provides opportunities for enriched educational programs by permitting full-time paying Carnegie Mellon students to cross-register for one course at a Pittsburgh Council on Higher Education (PCHE) Institution. Full-time Carnegie Mellon degree students are eligible. The PCHE course may not count towards full-time status unless the student is enrolled in an inter-university program. There is no additional tuition charge, except for special courses or laboratory fees. Carnegie Mellon students do not acquire status at the host institution, but are given library and bookstore privileges. Credit and grades are transferred directly to the home institution. Cross-registration is not applicable during the Summer Session(s) or during intersessions. Please see the Cross-College and University Registration PCHE Guidelines found out <http://www.cmu.edu/policies/student-and-student-life/cross-college-university-registration.html> for more information.

- Students needing assistance in registering for oversubscribed courses in the Mellon College of Science should contact the Assistant Director (Academic Advising); students needing assistance in registering for oversubscribed courses in the School of Computer Science should contact the Assistant Director of Internship and Job Placement.

PASS/FAIL COURSES

Pass/Fail courses are strongly discouraged unless it is a course that is not counted toward the degree to the student's program of study or if there is a medical hardship in completing a course. Taking a course for credit indicates an intellectual commitment to the material and may be viewed more positively by other professors and potential employers than a Pass. Potential employers gain more information about a student's ability from seeing a letter grade on a transcript than from a P. With the exception of 06-602 Bioprocessing Optimization, Entrepreneurship, and Regulatory Compliance in Biotechnology and Pharmaceutical Engineering, Pass/Fail courses cannot be used to satisfy any MSBTPE program requirements or to satisfy any prerequisites.

With a petition and **approval** from the Assistant Director (Academic Advising), students may elect to take a course Pass/Fail. Such a petition must give a compelling reason for taking a course Pass/Fail and must argue why that will not impact the student's program of study. Within the registration ADD period during the first two weeks of each semester, the student must fill out the [Pass/Fail Approval Form](#) and receive permission from the Assistant Director (Academic Advising) and the Department Head (Biological Sciences). Switching a course to Pass/Fail mid-semester will generally only be approved under special circumstances.

- Prerequisites may not be taken Pass/Fail.
- Classes taken Pass/Fail may not be used to fulfill graduation requirements, with the exception of seminar courses and 06-602.
- Pass/Fail status is irrevocable.

AUDITING A COURSE

With approval of the MSBTPE Steering Committee, a graduate student may audit a course by obtaining permission of the instructor or teaching department **and** completing the [Course Audit Approval Form](#), including obtaining the signature of the Assistant Director (Academic Advising). Audited classes are not taken for credit and cannot be used to fulfill graduation requirements.

ADDING A COURSE

During the early Add period of each semester, students may add a course by registering online. After the Add deadline, they may add a course by completing the [Late Add Request Form](#) **and** obtaining permission of **both**: 1) the instructor or teaching department **and** 2) the Assistant Director (Academic Advising).

DROPPING A COURSE

Students may withdraw from a course online. The university has a Drop deadline toward the end of the semester, after which the course appears on the student's transcript as withdrawn (W). The last day to withdraw from a class is the final day of classes.

Complete the [Retroactive Add/Drop Petition](#) form after the Drop deadline obtaining permission of **both**: 1) the instructor or teaching department **and** 2) the Assistant Director (Academic Advising).

Remember, however, you must maintain full-time status in the program, which requires you to be registered for 36 units.

TRANSFERRING COURSES

The MSBTPE program does not accept transfer credits.

CMU undergraduate degree holders, please refer to **carry-over course** credit details.

TUITION FEES

Complete information about tuition and fees is available at <https://www.cmu.edu/sfs/tuition/index.html>. All tuition and fees must be **paid in full by the due date**; a student not in good financial standing will be dismissed from the program. Any exception must be discussed with the Directors of the MSBTPE program.

Students registering for summer courses must pay summer tuition (including *Biotechnology and Pharmaceutical Engineering Internship 03-690*) students should check with Assistant Directors about tuition before registering for these summer courses.

GRADUATION, HONORS, AND AWARDS

RESEARCH HONORS

The directors of the MSBTPE program confer awards for academic achievement, research honors, professional honors, and outstanding leadership at graduation. Students maintaining a GPA of 4.0, or higher will receive an award for academic achievement. Students with substantial research accomplishments, such as a publication or honors thesis, will receive an award for research achievement. Students that make substantial contributions to the MSBTPE community, such as serving as a GSA representative or organizing social events will receive an award for leadership.

If you are interested in completing a research-based thesis, you are required to (1) complete 12 or more units of independent research study with a faculty advisor (with MSBTPE Advising committee approval), (2) write and defend a master's thesis. If you satisfy the above requirements, you qualify for Research Honors.

Full research honors requirements are available from the Assistant Director (Academics) The final thesis should have the following sections:

1. Title page & Dedication/Acknowledgements
2. Abstract (1 page)
3. Introduction chapter (4 or more pages). Separate from introduction sections in other chapters, this is a place for the student to put the entire thesis in context.
4. 1 or more additional chapters (20 or more pages each). Chapter format should be consistent and may match the format of any journal article in the field of study.
5. Bibliography (pages are enumerated but do not count toward page total). This may be a standalone bibliography for the whole thesis or each chapter may have its own bibliography.

GRADUATION CEREMONIES

MSBTPE students are certified for graduation by the Department of Biological Sciences in the Mellon College of Science.

Carnegie Mellon University holds graduation ceremonies in May only. Because there are no August or December commencement ceremonies, we encourage students to participate in the May events. Students who graduate in December should stay in contact with the Biological Sciences Graduate Programs Office for details.

There are two May graduation ceremonies that pertain to M.S. Biotechnology and Pharmaceutical Engineering students. The Department of Biological Sciences Diploma Ceremony and Reception are usually held on the Saturday afternoon before the university-wide Sunday Commencement. Students who have graduated the previous December, as well as those receiving their degrees in May or upcoming August, are eligible and strongly encouraged to participate.

The Carnegie Mellon University Commencement Ceremony is held on Sunday. Students who graduated in December, as well as those receiving their degrees in May or August, are eligible to participate.

STATUS

FULL-TIME STATUS

Students must be registered for **at least 36 units** during each semester to be considered full-time. Any questions about registration should be directed to the Biological Sciences Graduate Programs Office or Enrollment Services (the HUB) or the Assistant Director (Academics).

LEAVE OF ABSENCE

Students who need to delay their studies for personal, medical or academic reasons may do so with a Leave Of Absence (LOA; leaving the university temporarily with a commitment to return). Students must contact the Assistant Director (Academic Advising) and the program co-directors to discuss their plans and fill out the appropriate Leave Of Absence form. Final approval of LOA is pending approval of the MSBTPE Steering Committee. The student's place in the program will be held until a mutually determined time. For more information refer to <http://www.cmu.edu/policies>.

WITHDRAWAL

Students who need to withdraw from the program (leave the university with no intention of returning) for personal, medical or academic reasons must contact the Assistant Director (Academic Advising) to discuss their plans and fill out the appropriate Withdrawal form. For more information refer to <https://www.cmu.edu/hub/registrar/course-changes/>.

STATUTE OF LIMITATIONS

As outlined in the [Master's Students Statute of Limitations](#), who have matriculated at Carnegie Mellon beginning Fall 2012 will complete all requirements for the master's degree within a maximum of seven years from original matriculation as a master's student, or less if required by a more restrictive department, school or college policy. Once this time-to-degree limit has lapsed, the person may resume work towards a master's degree only if newly admitted to a currently offered master's degree program under criteria determined by that program.

SECTION 2. RESOURCES

ACADEMIC ADVISING

ORIENTATION

There are two orientations for incoming graduate students. Both events take place in the weeks preceding the beginning of the fall semester.

- The University-wide orientation organized by the Office of Graduate and Postdoctoral Affairs introduces the students to university resources and services.
- The Program Orientation introduces them to faculty, research, administration, policies and services. The MSBTPE Steering Committee in collaboration with the Biological Sciences Graduate Programs Office and the Graduate Office of the Chemical Engineering Department arrange for students to receive the necessary information for enrollment, registration and timelines.

ADVISING FOR COURSEWORK

Before each semester, each student must share their plan for the coming semester with the MSBTPE Steering Committee. All changes must be approved by the Assistant Director (Academics).

ADVISING FOR PROFESSIONAL DEVELOPMENT

As part of 02-602, students will have opportunities to develop their professional skills during their first semester. In subsequent semesters, students are encouraged to meet with the Assistant Director (Internship and Job Placement) for advice on further professional development.

MONITORING PROGRESS

Students who have specific concerns about their progress are urged to speak with the Assistant Director (Academic Advising) as early as possible. The Assistant Director (Academic Advising) along with members of the MSBTPE Steering Committee meets with the student at least twice a year, providing guidance and monitoring the student's overall progress. In addition, the Assistant Director (Academic Advising) meets with the student as and when needed to discuss progress and resolve issues.

NOTIFICATION AND CONSEQUENCES OF INADEQUATE PROGRESS TOWARD THE DEGREE

If the MSBTPE Steering Committee determines that the student is making inadequate progress, it will notify the student in writing of the deficiencies and the consequences of failing to correct those deficiencies. Any student whose QPA is at or below 2.0 after one term or 2.5 after two or more terms is placed on academic probation. The terms of the probation, including conditions to be taken off of the probationary status and consequences for not meeting terms of probation, depending on the individual cases and will be stated and spelled out in the letter placing the student on probation. The committee and the student will then formulate a plan to address those deficiencies, including milestones. Consequences of continued failure to make satisfactory progress or not being in good academic standing will be determined by the Steering Committee.

STUDENT RIGHTS IN ACADEMIC CONFLICTS

A student wishing to appeal a departmental disciplinary decision should first speak with the faculty member directly involved. A student who is uncomfortable approaching the faculty member may discuss the matter

with the Director of Graduate Operations (Biological Sciences Graduate Programs Office) who serves as the Graduate Ombudsperson for Biological Sciences. If the conflict cannot be resolved on this level, the student is referred to the Program Co-Directors or the relevant Department Head(s) who may, with the student's permission, meet with both the student and the faculty member involved. The student may also continue to meet with the Director of Graduate Operations (Biological Sciences Graduate Programs Office) who serves as the Graduate Ombudsperson for Biological Sciences.

In cases where departmental assistance is not possible or not practical due to conflicts of interest or confidentiality concerns, please contact the MCS Ombudsman, directly to set up an appointment. Please be sure to refer to the university's summary of graduate student appeal and grievance procedures to determine if there is a specific procedure governing your situation.

SUPPORT SERVICES

[OFFICE OF INTERNATIONAL EDUCATION \(OIE\)](#)

The Office of International Education (OIE) provides many important services to international students, including advice on immigration, social and cultural issues. These services are explained during the University-wide Graduate Student Orientation in August before the fall semester begins.

If you have any questions about immigration status or rules, including changes to student status or changing governmental policies, please contact OIE.

[CAREER AND PROFESSIONAL DEVELOPMENT CENTER \(CPDC\)](#)

The Career and Professional Development Center (CPDC) provides students access to campus job fairs and workshops on a variety of topics. In addition, on-site career consultants can help students with resumes and mock interviews. Students are encouraged to avail of these services via TartanTRAK.

[LANGUAGE SUPPORT IN THE STUDENT ACADEMIC SUCCESS CENTER](#)

The Language Support in the Student Academic Success Center offers non-native English speakers language support and cross-cultural training and helps TAs develop fluency.

[COMMUNICATION SUPPORT](#)

Communication Support provides support for effective communication to native and non-native speakers. Their expertise includes oral, visual, and written communication.

LIBRARIES

www.library.cmu.edu

There are three university libraries that provide research support for science students: the Roger Sorrells Engineering and Science Library, the Hunt Library and the Mellon Institute Library. The Mellon Institute Library contains reference materials for biology, biochemistry, chemistry, environmental sciences and industrial health.

EBERLY CENTER FOR TEACHING AND EXCELLENCE

www.cmu.edu/teaching/eberly

The Eberly Center offers a wide range of services for graduate students interested in learning more about teaching and learning. These include seminars on teaching, teaching workshops, teaching observations, and assistance in preparing materials for academic teaching positions.

COMPUTING SERVICES

www.cmu.edu/computing

Many general computer questions can be resolved quickly by contacting the Help Center (412-268- HELP [8-4357] or advisor@andrew.cmu.edu).

If the Help Center cannot resolve a problem remotely, the departmental System Administrator can provide hands-on technical support for computers, printers and software. To place a service request to the System Administrator, email bio-support@andrew.cmu.edu. For emergencies, call the Systems Administrator directly at 8-4535.

In addition to general technical support, the Systems Administrator can help with computer purchases, software purchases and computer retirement and disposal.

THE HUB

www.cmu.edu/hub

The HUB provides a range of enrollment services. Information regarding the academic calendar, forms, schedule of classes, online registration, graduation procedures and other issues can be found on the website (www.cmu.edu/hub). The HUB is the only University office that can provide an official letter of enrollment, official transcript and enrollment verification. Enrollment verification can be requested online through the HUB.

MELLON INSTITUTE MAILROOM AND GATES STUDENT LOUNGES

There are two (newly renovated) locations providing a comfortable space for MSBTPE students. MSBTPE students may use these spaces to spend time between classes, complete group projects, or just hang out.

1. Mellon Institute Mailroom located by the loading dock entrance on the 3rd floor (which is the ground floor)
2. The MS Student Office in the Chemical Engineering Department on the 7th floor of the Hillman Center for Future Generation Technologies.

COUNSELING AND PSYCHOLOGICAL SERVICES

www.cmu.edu/counseling

Graduate school is often a difficult and stressful time of life. Many MSBTPE students are studying far away from home and from their previous support systems. We encourage students to make use of these confidential counseling services for additional support as needed.

Counseling and Psychological Services (CaPS) offers students the opportunity to talk privately about personal, academic, or other concerns in a safe, confidential setting. *All counseling center services are provided at no cost.*

GRADUATE STUDENT ASSEMBLY

Graduate Student Assembly (GSA) is the branch of student government that represents all graduate students at Carnegie Mellon. MSBTPE students may elect their own representative to the GSA. In addition to working with other members of student government, university administration, and external advocacy groups, the GSA plans a variety of social events throughout the year. Keep an eye out for emails from both the Biological Sciences and Computational Biology departmental representatives with information about GSA events and initiatives of Graduate Education (www.cmu.edu/graduate).

HONORARY SOCIETIES

Graduate students are encouraged to belong to professional societies such as Phi Kappa Phi and Sigma Xi, and are nominated, if qualified, by either the Department of Biological Sciences or Chemical Engineering. They are also urged to join the societies specific for their sub-discipline.

STUDENT ORGANIZATIONS

Students are encouraged to participate in one or both of the following Biological Sciences departmental graduate student-driven organizations:

- The Sciences Teaching Club
- Career Club

Students' involvement complements their academic development as well as their professionalization.

ASSISTANCE FOR INDIVIDUALS WITH DISABILITIES

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

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

SAFEGUARDING EDUCATIONAL EQUITY POLICY AGAINST SEXUAL HARASSMENT AND SEXUAL ASSAULT

Sexual harassment and sexual assault are prohibited by CMU, as is retaliation for having brought forward a concern or allegation in good faith. The policy can be viewed in its entirety at <http://www.cmu.edu/policies/administrative-and-governance/sexual-harassment-and-sexual-assault.html>. If you believe you have been a victim of sexual harassment or sexual assault, you are encouraged to make contact with any of the following resources:

- Office of Title IX Initiatives, <http://www.cmu.edu/title-ix/> , 412-268-7125
- Sexual Harassment Advisors, found in appendix A of the Policy Against Sexual Harassment and Sexual Assault;
- Survivor Support Network, found in appendix B of the Policy Against Sexual Harassment and Sexual Assault;
- Sexual Harassment Process and Title IX Coordinators, found in section II of the Policy Against

- Sexual Harassment and Sexual Assault;
- University Police, 412-268-2323
- University Health Services, 412-268-2157
- Counseling & Psychological Services, 412-268-2922

STUDENT MATERNITY ACCOMMODATION PROTOCOL

Students whose anticipated delivery date is during the course of the semester may consider taking time away from their coursework and/or research responsibilities. 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 coursework 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 Student Maternity Accommodations. The student 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. To review the Student Maternity Accommodation Protocol in its entirety go to <http://www.cmu.edu/graduate/programs-services/maternity-accommodation-protocol.html>.

CHANGE OF ADDRESS

Students are responsible for notifying the Department of Biological Sciences Business Office and HUB of all 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: www.cmu.edu/hub/index.html.

COMPLIANCE ISSUES

ENVIRONMENTAL HEALTH AND SAFETY TRAINING

Each graduate student in the MSBTPE program must complete laboratory, chemical and biological safety training that is presented by [Environmental Health & Safety](#) during the Program Student Orientation prior to beginning regular coursework; students who work with or near radioactive substances must undergo radiation safety training.

SEXUAL HARASSMENT TRAINING

All graduate students are required to receive sexual harassment training, which is given in the fall semester or can be taken online www.cmu.edu/hr/learning/eLearning/SHA-training.html. The sexual harassment policy is available at www.cmu.edu/policies. To speak to a sexual harassment advisor, please contact the university's sexual harassment hotline at 412.268.7445.

ANIMAL TRAINING

Animal training is required for any individual who is listed on an animal protocol. Currently, training is offered through the University of Pittsburgh Institutional Animal Care and Use Committee (IACUC) and must be completed before research studies involving laboratory animals can begin:

IACUC Modules include:

- Purpose Bred Mice and Rats in Research, Testing and Teaching (general)
- Large Animal Research and Training (general)
- Species-specific modules: Cat, Dog, Ferret, Rabbit, Ruminant, Swine, Nonhuman Primates, Guinea Pig, and Hamster

Note: Users are required to take the Purpose Bred Mice and Rats in Research, Testing and Teaching (general) module or the Large Animal Research and Training (general) module and All applicable species-specific modules as per protocol.

For more information on training, please contact:

IACUC Education and Compliance Office - 412-383-1754 or iacuc@pitt.edu

INTELLECTUAL PROPERTY

Students are required to comply with the [University Policy on Intellectual Property](#). This policy was developed to encourage and support the generation and dissemination of new knowledge by faculty, staff and students. It applies to patentable inventions, copyrightable material or trade secrets, works of art, and inventions and creations that might be considered proprietary.

ETHICS

At all times, students are expected to conform to the highest ethical standards; consequences for academic or scientific misconduct are severe and may include dismissal from the program. The University Policy against Academic Integrity can be found at <http://www.cmu.edu/policies/index.htmlg.html>.

Carnegie Mellon's Office of Research Integrity and Compliance is sponsoring a Responsible Conduct of Research (RCR) Seminar Series to provide participants with an introduction to topics typically included in RCR curriculum. <http://www.cmu.edu/research-compliance/responsible-conduct/training.html>.

SECTION 3. FINANCIAL AND OTHER RELATED ISSUES

TUITION AND FEES

Information about tuition and fees is available at www.cmu.edu/hub/tuition. All tuition and fees must be paid in full by the due date; **a student not in good financial standing will be dismissed** from the program. Any exception to this policy must be discussed with the Department Heads.

STUDENT FINANCIAL SERVICES

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

Graduate students who find themselves in need of immediate funds for emergency situations should contact the Office of the Dean of Student Affairs to inquire about the [Student Emergency Support Funding](#).

HEALTH INSURANCE AND SERVICES

Carnegie Mellon has a Student Health Insurance policy requiring full-time, degree-seeking students to carry adequate medical insurance, unless you are enrolled as the dependent, partner/spouse or principal in an employer or government-sponsored insurance plan.

The university offers one level of a health plan. It is the responsibility of each student to make arrangements with Student Health Services to either pay for their insurance at the beginning of the semester or elect a payment plan over the course of the academic year. Optional dental and vision insurance are also offered. More information is available at the Student Health Services website www.cmu.edu/health-services or by email to shinsure@andrew.cmu.edu.

The Student Health Services Center provides general and some specialized medical care at a discount or free of charge to all full-time Carnegie Mellon students. There are fees for laboratory tests and prescription drugs at the on-site pharmacy.

EMPLOYMENT DURING THE ACADEMIC YEAR

M.S. students are allowed to work for hourly wages at Carnegie Mellon, provided academic progress is not compromised. Paid research must be kept separate from projects done for tuition-based academic credit (*M.S. Research 03-700 or 02-700*).

For students who desire to earn wages, there are limited employment opportunities in faculty research groups. Students are responsible for seeking out such opportunities.

F-1 and J-1 students may work on the CMU campus 20 hours or fewer per week while school is in session (during the fall semester or spring semester). For more information, see: <https://www.cmu.edu/oie/foreign-students/employment.html>

It is strongly advised that students wait until their second semester to begin work on a research project. The number of hours worked should not exceed 12 hours per week. M.S. students are not usually eligible for teaching assistantships. However, M.S. students can work as a Teaching Assistant for an hourly wage. There are minimum English proficiency requirements. Please refer to Requirements for Teaching.

UNIVERSITY RESEARCH FUNDING

The Office of Graduate and Postdoctoral Affairs two types of professional development funding for graduate students university-wide. The GSA Graduate Student Conference funding and the GradUate Small Project Help (GUSH) are supported by the Graduate Student Assembly (GSA) and the Provost's Office.

- Conference Funding Awards, \$500 per student or \$1,000 per group per academic year, provide the means for graduate students to 1) make presentations at key conferences/ exhibitions in their fields or 2) attend conferences and learn about the broader field of study to which they belong. Notification is within a week of submission and is based on a lottery system.
- GUSH Research Funding Awards are up to \$750 per student per year, defray costs incurred in the completion of research required for a graduate degree at Carnegie Mellon. Notification is within 2-3 weeks and is reviewed by faculty and graduate students.

OUTSIDE FELLOWSHIPS

Students are encouraged to obtain their own source of funding through fellowships such as those sponsored by the National Institutes of Health (NIH) or the National Science Foundation (NSF). The university's Fellowships and Scholarships Office (FSO) maintains a database of financial aid and fellowship information (www.cmu.edu/fso). The MSBTPE Steering Committee is available to help students complete these applications.

For submission, all applications must go through the Biological Sciences Business Manager's Office, that is, the Business Manager must be notified in advance of the application submission and must receive a full copy of the application when it is completed.

HOUSING

Many graduate students live in off-campus houses and apartments in the many neighborhoods surrounding the university. Housing Services does provide some local area information, resource links, and CMU Off-Housing (a list of apartments posted by area landlords), which can be found in the Community Housing section.

FACILITIES AND EQUIPMENT

The Biological Sciences department owns and maintains equipment such as centrifuges and autoclaves for departmental members' use. It is the responsibility of each graduate student engaged in wet-lab research to be trained in the proper use and maintenance of this equipment. It is also imperative that logs are signed and any problems noted. Individual laboratories are liable for repair and replacement costs if their personnel misuse equipment.

PHONE USE

Phone use in the departments is restricted to business calls only. Occasional local personal calls are permitted, but personal long-distance and international calls are strictly prohibited.

Last updated: August 26, 2021

Appendix A

2021-2022

Highlighted University Resources for Graduate Students and The WORD, Student Handbook

Key Resources for Graduate Student Support

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

Key Resources for Academic and Research Support

- [Computing and Information Resources](#)
- [Student Academic Success Center](#)
- [University Libraries](#)
- [Research at CMU](#)
- [Office of Research Integrity & Compliance](#)

Key Resources for Health, Wellness & Safety

- [Counseling and Psychological Services](#)
- [University Health Service](#)
- [Campus Wellness](#)
- [Religious and Spiritual Life Initiatives](#)
- [University Police](#)
- [Shuttle and Escort Services](#)
- [The WORD](#)

Office of Graduate and Postdoc Affairs

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

The Office of Graduate and Postdoc Affairs provides central support for all master's and doctoral students, as well as academic programs, with a focus on supporting graduate student success at Carnegie Mellon.

Examples of resources offered through the Office of Graduate and Postdoc Affairs include- but are not limited to:

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

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

Office of the Dean of Students

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

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

Graduate students will find the enrollment information for Domestic Partner Registration and Maternity Accommodations in the Office of the Dean of Students or on their website. This Office also manages the Student Emergency Support Funding process. There are three forms of support funding for enrolled students: emergency student loans, maternity loans, and the Tartan Emergency Support Fund. These funds are made available through generous gifts of alumni and friends of the university as well as support from student organizations, Undergraduate Student Senate and the Graduate Student Assembly. Students will be provided with additional information about the various types of funding during a consultation meeting with a member of the Dean of Students team. Tuition costs are not eligible for Student Emergency Support Funding.

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

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

- Athletics, Physical Education and Recreation
- Career and Professional Development Center (CPDC)
- Center for Student Diversity and Inclusion
- Cohon University Center
- Counseling & Psychological Services (CaPS)
- Dining Services
- Office of Community Standards and Integrity (OCSI)

- Office of Student Leadership, Involvement, and Civic Engagement (SLICE)
- University Health Services (UHS)
- Wellness Initiatives

Center for Student Diversity & Inclusion

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

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

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

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

Assistance for Individuals with Disabilities

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

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

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

Eberly Center for Teaching Excellence & Educational Innovation

www.cmu.edu/teaching

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

Graduate Student Assembly

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

The Graduate Student Assembly (GSA) is the branch of Carnegie Mellon Student Government that represents, and advocates for the diverse interests of all graduate students at CMU. GSA is composed of representatives from the different graduate programs and departments who want to improve the graduate student experience at the different levels of the university. GSA is funded by the Student Activities Fee from all graduate students. GSA passes legislation, allocates student activities funding, advocates for legislative action locally and in Washington

D.C. on behalf of graduate student issues and needs, and otherwise acts on behalf of all graduate student interests. Our recent accomplishments are a testament to GSA making a difference, and steps to implementing the vision laid out by the strategic plan. <https://www.cmu.edu/stugov/gsa/About-the-GSA/Strategic-Plan.html>.

GSA offers an expanding suite of social programming on and off-campus to bring graduate students from different departments together and build a sense of community. GSA is the host of the Graduate Student Lounge on the 3rd floor of the Cohon University Center- a great place to study or meet up with friends. GSA also maintains a website of graduate student resources on and off-campus. Through GSA's continued funding for professional development and research conferences, the GSA/Provost Conference Funding Program and GSA/Provost GuSH Research Grants are able to run, as managed by the 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> to get involved, stop by our office in the Cohon University Center Room 304 or become a representative for your department.

Office of International Education (OIE)

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

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

Veterans and Military Community

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

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

Carnegie Mellon Ethics Hotline

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

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

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

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

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

Policy Against Retaliation

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

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

Key Offices for Academic & Research Support

Computing and Information Resources

www.cmu.edu/computing

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

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

Student Academic Success Center

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

Student Academic Support Programs

Tartan Scholars

- The Tartan Scholars program was created to provide support for limited resourced students through an intentional first year undergraduate experience with the goals of enhancing the cohort's skill and community building through a lens of self-authorship, growth mindset, and a sense of belonging. As part of the Student Academic Success Center, Tartan Scholars are invited to join the University and participate in summer initiatives and pre-orientation activities prior to their first year at the University.
- There are opportunities for graduate students to serve as accountability, learning, or development partners, workshop facilitators, and presenters. Contact Diane Hightower at ddhighto@andrew.cmu.edu for more details.

Learning Support

- Supplemental Instruction: Supplemental Instruction (SI) is an academic support model that utilizes peer-assisted study sessions. The SI program provides regularly scheduled review sessions on course materials outside the classroom. SI is a non-remedial approach to learning as the program targets high-risk courses and is available in select courses based on data related to past student performance and feasibility.
- Peer Tutoring: Weekly Tutoring Appointments are offered in a one-on-one and small group format to students from any discipline who need assistance with a course that may not be supported by our other services. Weekly appointments give students the opportunity to interact regularly with the same tutor to facilitate deeper understanding of concepts. Students can register online through the Student Academic Success website.
- Academic Coaching: Academic Coaching provides holistic one-on-one peer support and group workshops to help students find and implement their conditions for success. We assist students in improving time management, productive habits, organization, stress management, and study skills. Students will request support through the Academic Success Center website and attend in-person meetings or meet using video and audio conferencing technology to provide all students with support.
- "Just in Time" Workshops: The Student Academic Success team is available to partner with instructors and departments to identify skills or concepts that would benefit from supplemental offerings (workshops, boot camps) to support students' academic success and learning. We are eager to help convene and coordinate outside of the classroom skill-building opportunities that can be open to any student interested in building skill or reinforcing course concept mastery.
- Study Partners: Support for students to create and benefit from their own study groups: The Student Academic Success team assists students in forming and benefiting from peer study groups, whereby all students can reap the benefits of peer-to-peer learning, student agency, and collaboration skill development. Staff from the Student Academic Success Center will be made available to instructors and students to assist with the formation of peer-led study groups. This level of support is open to any course where the instructor requests or agrees such support is appropriate and students are interested in both leading and participating.

Language and Cross-cultural Support

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

- how to give a strong presentation,
- writing academic emails,
- expectations and strategies for clear academic writing,
- how to talk about yourself as a professional in the U.S.,
- developing clearer pronunciation,
- using accurate grammar,
- building fluency, and more.
- Students can make an appointment with a Language Development Specialist to get individualized coaching on language or cross-cultural issues.

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

University Libraries

www.library.cmu.edu

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

Research at CMU

www.cmu.edu/research/index.shtml

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

Office of Research Integrity & Compliance www.cmu.edu/research-compliance/index.html

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

Key Offices for Health, Wellness & Safety

Counseling & Psychological Services <https://www.cmu.edu/counseling/>

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

Health Services www.cmu.edu/HealthServices/

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

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

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

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

Religious and Spiritual Life Initiatives (RSLI)

www.cmu.edu/student-affairs/spirituality

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

University Police

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

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

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

Carnegie Mellon University publishes an annual campus security and fire safety report describing the university's security, alcohol and drug, sexual assault, and fire safety policies and containing statistics about the number and type of crimes committed on the campus and the number and cause of fires in campus residence facilities during the preceding three years.

Graduate students can obtain a copy by contacting the University Police Department at 412-268-6232. The annual security and fire safety report is also available online at <https://www.cmu.edu/police/annualreports/>.

Shuttle and Escort Services

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

The WORD

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

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

Carnegie Mellon Vision, Mission
Statement of Assurance
Carnegie Code

Academic Standards, Policies and Procedures

Educational Goals

Academic and Individual Freedom

Statement on Academic Integrity Standards for Academic & Creative Life

Assistance for Individuals with Disabilities

Master's Student Statute of Limitations

Conduct of Classes

Copyright Policy

Cross-college & University Registration

Doctoral Student Status Policy

Evaluation & Certification of English Fluency for Instructors

Final Exams for Graduate Courses

Grading Policies Intellectual

Property Policy Privacy

Rights of Students

Student's Rights

Research

Human Subjects in Research

Office of Research Integrity & Compliance

Office of Sponsored Programs

Policy for Handling Alleged Misconduct of Research

Policy on Restricted Research

Tax Status of Graduate Student Awards

Campus Resources & Opportunities

Alumni Relations

Assistance for Individuals with Disabilities

Athletics, Physical Fitness & Recreation

Carnegie Mellon ID Cards and Services

Cohon University Center

Copying, Printing & Mailing

Division of Student Affairs

Domestic Partner Registration

Emergency Student Loan

Program Gender Programs &

Resources Health Services

Dining Services

The HUB Student Services

Center ID Card Services

Leonard Gelfand

Center LGBTQ

Resources

Multicultural and Diversity Initiatives

Opportunities for Involvement Parking

and Transportation Services Shuttle

and Escort Services

Spiritual Development

University Police

Student Activities

University Stores

Community Standards, Policies and

Procedures Alcohol and Drugs Policy

AIDS Policy

Bicycle/Wheeled Transportation Policy

Damage to Carnegie Mellon Property

Deadly Weapons

Discriminatory Harassment

Disorderly Conduct

Equal Opportunity/Affirmative Action Policy Freedom
of Expression Policy

Health Insurance Policy Immunization Policy

Missing Student Protocol Non-Discrimination Policy On-Campus Emergencies Pets

Political Activities

Recycling Policy

Riotous and Disorderly Behavior

Safety Hazards

Scheduling and Use of University Facilities

Sexual Harassment and Sexual Assault

Policy Smoking Policy

Student Accounts Receivable and Collection Policy and

Procedures Student Activities Fee

Student Enterprises

Workplace Threats and Violence Policy