



Carnegie  
Mellon  
University

# GRADUATE STUDENT POLICY HANDBOOK

M.S. in Computational Biology

Fall 2022 Matriculating Students

[www.cmu.edu/ms-compbio](http://www.cmu.edu/ms-compbio)

# **M.S. IN COMPUTATIONAL BIOLOGY**

## **Resource Handbook for Graduate Students 2022 - 2023**

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## **CARNEGIE MELLON UNIVERSITY MISSION**

<https://www.cmu.edu/about/mission.html>

### **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.

### **WELCOME**

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

While this handbook is specific to your academic experience in the MSCB 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 the Assistant Vice Provost for Graduate Education, the Office of the Dean of Student Affairs and others are included in Appendix A of this handbook.

### **MSCB MISSION STATEMENT**

The MSCB program seeks to train the world's best Computational Biologists at the Master's level. The curriculum provides both breadth and depth of training in Computational Biology and is built on a solid foundation of Biology, Computer Science, Statistics, and Machine Learning (Data Sciences). 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 Computational Biology Department have prepared this statement of policies and procedures to help answer questions that students may have as they enter the M.S. in Computational Biology (MSCB) 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 MSCB 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 MSCB 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](http://www.cmu.edu/student-affairs/theword//index.html) Academic Integrity Website: [www.cmu.edu/academic-integrity](http://www.cmu.edu/academic-integrity)

University Policies Website: [www.cmu.edu/policies/](http://www.cmu.edu/policies/)

Graduate Education Website: [www.cmu.edu/graduate/policies/index.html](http://www.cmu.edu/graduate/policies/index.html)

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

[Academic Calendar](#) provides information on all deadlines including registration dates, class start dates, add/drop deadlines, exam dates and more.

## **COVID 19 UPDATES**

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

## **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 university ombudsperson, 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](http://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.

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

## **FOOD INSECURITY**

If you are worried about affording food or feeling insecure about food, there are resources on campus who can help. Email the CMU Food Pantry Coordinator to schedule an appointment:

Pantry Coordinator

[cmu-pantry@andrew.cmu.edu](mailto:cmu-pantry@andrew.cmu.edu)

412-268-8704 (SLICE office)

## PROGRAM CONTACTS

### MSCB STEERING COMMITTEE FACULTY

Whom to contact for what?

Co-director, MSCB

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

Min Xu, Ph.D. GHC 7215  
412-268-3562  
[m Xu1@andrew.cmu.edu](mailto:m Xu1@andrew.cmu.edu)

Co-director, MSCB

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

C. Joel McManus,  
Ph.D. MI 255  
412-268-9407  
[mcmanus@andrew.cmu.edu](mailto:mcmanus@andrew.cmu.edu)

Assistant Director, MSCB

Assistant Department Head for Graduate Affairs, 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, Professional Issues and Social Events, Career Center and Industry Liaison, Diploma Ceremony, Overall Program Management*

DJ Brasier, Ph.D.  
MI 415A  
412-268-1951  
[dbrasier@cmu.edu](mailto:dbrasier@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 MI 415  
412-268-3012  
[emiceli@andrew.cmu.edu](mailto:emiceli@andrew.cmu.edu)

Academic Programs Manager (Computational Biology Department Academic Programs Office)

*Admissions via Applygrad, social events host, career events host, academic coordinator for CBD, SCS affairs, Gates-Hillman MSCB student office and building access*

Janet Garrand  
GHC 7725  
412-268-5598  
[jgarrand@andrew.cmu.edu](mailto:jgarrand@andrew.cmu.edu)

## OTHER SUPPORT STAFF

IT Support Consultant (BSC)

Ryan Parrotte MI 411J  
412-268-4535  
[ryanpar@andrew.cmu.edu](mailto:ryanpar@andrew.cmu.edu)

Business Manager (BSC)

David Casillas  
MI 410  
412-268-4182  
[dcasillas@andrew.cmu.edu](mailto:dcasillas@andrew.cmu.edu)

Administrative Coordinator (BSC

Hannah Finsterbusch  
MI 412  
412-268-5216  
[hfinster@andrew.cmu.edu](mailto:hfinster@andrew.cmu.edu)

## DEPARTMENT LEVEL CONTACTS

Department Head,  
Biological Sciences Department

Veronica Hinman, Ph.D.  
MI 634A  
412-268-9348  
[vhinman@andrew.cmu.edu](mailto:vhinman@andrew.cmu.edu)

Department Head, Computational Biology  
Department

Russell Schwartz, Ph.D.  
MI 654B  
412-268-3971  
[russells@andrew.cmu.edu](mailto:russells@andrew.cmu.edu)

## COLLEGE LEVEL CONTACTS

Dean, Mellon College of Science

Rebecca Doerge, Ph.D.  
MI 432  
412-268-5124  
[mcsdean@andrew.cmu.edu](mailto:mcsdean@andrew.cmu.edu)

Dean, School of Computer Science

Martial Hebert, Ph.D.  
NSH 4113  
412-268-5704  
[hebert@ri.cmu.edu](mailto:hebert@ri.cmu.edu)

MCS Associate Dean for Graduate Students,  
Mellon College of Science

Manfred Paulini, Ph.D.  
WH 7307  
412-268-3887  
[paulini@cmu.edu](mailto:paulini@cmu.edu)

SCS Associate Dean for Masters Programs,  
School of Computer Science

David Garlan, Ph.D.  
Wean Hall 4218  
412-268-5056  
[garlan@cs.cmu.edu](mailto:garlan@cs.cmu.edu)

Associate Dean for Diversity, Equity,  
and Inclusion, Mellon College of Science

Michael Young, Ph.D.  
6122 Wean Hall  
412-268-2545  
[michaely@andrew.cmu.edu](mailto:michaely@andrew.cmu.edu)

## UNIVERSITY LEVEL CONTACTS

Graduate Student Ombudsperson  
*Students may confer with the university graduate  
student ombudsman on issues of process or  
other concerns as they navigate conflicts*

5000 Forbes Ave  
412-268-1018  
[ombudsperson@andrew.cmu.edu](mailto:ombudsperson@andrew.cmu.edu)

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

John Hannon, Ph.D.  
Warner Hall 300  
412-268-2139  
[jfhannon@andrew.cmu.edu](mailto:jfhannon@andrew.cmu.edu)

## PROGRAM INFORMATION

Program Directory: <http://www.cmu.edu/ms-compbio/people/index.html>

## 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](http://www.cmu.edu/hub) can be found at [www.cmu.edu/hub](http://www.cmu.edu/hub).

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

- A. 144-153 units of coursework toward the degree, which includes courses in specific categories as listed below
- B. Average grade of B or above (GPA = 3.0) in those 144-153 units counted toward degree certification
- C. Full-time course registration (at least 36 units) for each semester in the program

D. Coursework consists of:

1. Foundation Courses (up to 69 units): all must be completed in first year

A minimum grade of B- is required in each course taken.

- 02-601 Programming for Scientists (12 units, Fall)
- 02-602 Professional Issues in Computational Biology (3 units, Fall)
- 02-613 Algorithms and Advanced Data Structures (12 units, Fall or Spring)
- 02-680 Mathematics and Statistics for Scientists (9 units, Fall)
- 03-709 Applied Cell and Molecular Biology (12 units, Fall)
- 03-621 Genomes, Evolution, and Disease: Introduction to Quantitative Genetic Analysis (9 units, Spring)
- 02-620 Machine Learning for Scientists (12 units, Spring)

Notes:

The first 5 foundation courses (02-601, 02-602, 02-613, 02-680, and 03-709) should be taken during the first semester of the program, although they can be repeated if a grade lower than B- is achieved. 03-621 is taken in the student's second semester.

The Professional Issues in Computational Biology course is a Pass/Fail course and must be passed in order to complete the MSCB degree.

The MSCB Advising committee may waive the following foundation courses if the student demonstrates proficiency through a placement exam for: 02-601, 02-680, and 03-621; or a project for 03-709. Placement exams & project are completed before the start of the fall

semester. If a student misses the placement exams 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).

If more than 9 units of a foundation coursework is waived, a corresponding number of required depth course units (see below) will be added. For example, a student who waives 12 units of foundation coursework will have to take an additional 3 units of depth coursework. Thus, the minimum degree requirement is 144 units. Students who place out of a foundation course should discuss alternative courses with the steering committee to ensure they are taking courses that fit with their background and preparation.

## 2. Breadth Courses (36 units)

Minimum C grade in each course counted toward graduation

Students must take each of the following breadth courses (12 units each).

- 03-711 (Computational Molecular Biology and Genomics), offered every Fall; or 02-710 (Computational Genomics), offered every Spring.
- 02-712 (Computational Methods for Biological Modeling and Simulation), taken in Fall of second year.
- 02-750 (Automation of Biological Research), offered every Spring, can be taken concurrently with 02-620 or can be taken in Spring of second year.

## 3. Depth Courses (minimum 48 units)

Minimum C grade in each course counted toward graduation

Includes graduate electives in the Computational Biology Department (02-XXX) and Biological Sciences Department (03-XXX).

- At least 24 units of depth courses must be taken from Biological Sciences, 03-XXX listed courses.
- At least 24 units of depth courses must be taken from Computational Biology, 02-XXX listed courses. Students may take 15-686 (Neural Computation) in place of 12 units of 02-xxx graduate courses.

NOTE: the following courses are not open to students in the MSCB program: 02-701, 02-762, 02-763, 02-801, 02-900, 03-744, 03-747, 03-755, 03-900, and 10-601. Also, the following courses have limited space and require special permission: 02-730, 02-760, 02-761, 03-730, 03-740, 03-741, 03-751, 03-762,

Any additional units needed to reach the minimum of 144 (due to more than 9 waived foundation units) can be taken as graduate-level coursework from either 02-XXX or 03-XXX courses.

Summer Internship (03-601, 3 units) can be counted as depth in either 02- or 03- categories, except for students in the Applied Studies degree (see section E) for whom the course is required.

Note: Courses that are cross-listed with the same number in the 02- and 03- departments may be substituted for one another.

Up to 12 units of research (02-700 or 03-699 or 03-700) with a faculty advisor may be counted toward the depth credits. Research should be approved by the Assistant Director. Students **may take more than 12 units of research**, but without a thesis, only 12 units may count toward graduation.

Research taken as 02-700 will count toward the CBD (02-XXX) requirement in the depth category; research taken as 03-700 will count as computational 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 MSCB Steering Committee is needed to count more than 12 units of thesis research toward degree completion.

Any course not listed above will need written approval of the Assistant Director.

*Note:* Courses that are cross-listed with the same number in the 02- and 03- departments may be substituted for one another.

- Up to 12 units of research (02-700 or 03-699) with a faculty advisor may be counted toward the depth credits. Research should be approved by the Assistant Director. Research taken as 02-700 will count toward the CBD (02-XXX) requirement in the depth category; research taken as 03-699 will count as computational biology 03-XXX depth coursework. Students may count up to 12 total units of 02-700 and/or 03-699 toward graduation (as depth), but students may take as many units as they like.
- Students who write an honors thesis (see "Graduation Honors and Awards") may enroll in up to 12 units of 03-700 (MS Honors Thesis Research). These 12 units may also be counted as depth electives.
- Any course not listed above will need **written approval** of the Assistant Director.
- CMU undergraduate students enrolling for a continuing M.S. can use relevant courses from their undergraduate years to count toward M.S. degree. The courses used toward 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 doublecounting.

#### *Important Rules for Coursework*

- **All student course selections are subject to the approval of the MSCB Steering Committee.**
- **Students who place out of a foundation course should verify that they have the appropriate required for any elective Undergraduate courses listed by the Computer Science Department (15-XXX) are closed to MSCB students unless the course has a graduate number (15-6xx or higher)**
- **During the first two semesters, all coursework must count toward degree completion. Any exceptions require written permission from the Assistant Director.**
- **In the third 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. Every course requires written permission from the Assistant Director.**

- **All course requirements must be fulfilled by the end of the students fourth 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.**
- **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 computational biology internship, then they may receive three units of depth credit for each term for (03-601A fall/spring; 03-601R summer).**

### **CERTIFICATE OF DEGREE**

The degree title is Master of Science in Computational Biology.

### **CHANGING PROGRAMS**

If an MSCB student accepts another program's offer to begin before matriculation in the MSCB program, the MSCB committee reserves the right to nullify the MSCB 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](http://www.cmu.edu/policies/student-and-student-life/grading.html).

### **PROCESS FOR APPEALING FINAL GRADES**

<https://www.cmu.edu/graduate/policies/appeal-grievance-procedures.html>

Final grades will be changed only in exceptional circumstances and only with the approval of the instructor and the department, unit or program. Grading is a matter of sound discretion of the instructor and final grades are rarely changed without the consent of the instructor who assigned the grade. The following

circumstances are the unusual exceptions that may warrant a grade appeal: (a) the final grade assigned for a course is based on manifest error (e.g. a clear error such as arithmetic error in computing a grade or failure to grade one of the answers on an exam), or (b) the faculty or staff member who assigned the grade did so in violation of a University policy.

### **ACADEMIC PROBATION**

If the MSCB 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 who's cumulative QPA is at or below 3.0 after one term 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 drop foundation courses or 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.

### **STANDARD DEGREE REQUIREMENTS & DEGREE CERTIFICATION**

Carnegie Mellon graduate students are expected to complete their degree requirements within the standard length of time for their program of study as outlined in the relevant Graduate Student Handbook. Standard program lengths for graduate students vary significantly – ranging from two semesters for some full-time master's programs to several or more years for doctoral programs. Upon completion of the graduate program degree requirements, the degree will be certified by the student's academic program in the semester in which the student completes the requirements.

### **EARLY COMPLETION**

Graduate students who consider the completion of all degree requirements in less than the standard length of time for their program of study may consult with their degree-granting program or department to determine if early degree certification is allowed and under what circumstances.

### **EXTENDED OR LONGER-THAN-STANDARD COMPLETION**

Longer-than-standard degree completion may occur due to academic interruptions in making progress toward the degree as defined by the academic program, interruptions of full-time study or progress towards the degree due to serious, documented medical issues, or other unusual or unforeseen circumstances.

Master's students who require longer than the standard time to complete their degree requirements are expected to remain in close contact with their graduate program, and will be certified at the end of the semester

in which they have completed their degree requirements. Students shall reference CMU Policy on Master's Student Statute of Limitations ([www.cmu.edu/policies/student-and-student-life/masters-students-statute-of-limitations.html](http://www.cmu.edu/policies/student-and-student-life/masters-students-statute-of-limitations.html)) regarding guidelines and restrictions which place an upper limit on the maximum length of time allowable for master's degree completion and certification.

## **ADDITIONAL GUIDANCE FOR STUDENTS**

### **PROGRAM OF STUDY**

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

### **FINANCIAL AID AND STUDENT ACCOUNT**

Students are expected to make normal progress toward their degree in order to graduate within the standard timeframe for their program of study. Under U.S. Federal Title IV regulations, student eligibility for federal financial aid is contingent upon enrollment in and successful completion of courses that are counted as credit toward their current degree program. To receive the maximum amount of federal financial aid for which they may be eligible, students must enroll each semester in at least 36 units that count toward their current degree level. (See separate guidance regarding integrated degree completion.)

Students should consult with their designated college liaison in The HUB regarding billing and financial aid, particularly for early completion, longer-than-standard completion, or integrated undergraduate and master's degree programs.

### **INTERNATIONAL STUDENTS**

Immigration status for students in F-1 and J-1 non-immigrant status is tied to making normal progress toward completing degree requirements. Therefore, F-1 and J-1 students who are considering completing their degree requirements early, anticipating longer-than-standard completion, or moving from an undergraduate to a graduate student classification (integrated undergraduate-graduate study) should consult with their designated advisor in the Office of International Education (OIE) to ensure compliance with immigration regulations.

## 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. Academic integrity violations on placement exams will be considered very severe and in most cases will result in the program requesting suspension or expulsion.

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, 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 MSCB 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**

### **PROFESSIONAL ISSUES COURSE**

Professional Issues in Computational Biology (02-602) meets 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 an on-time graduation and to empower students with the important tools necessary to find an internship, secure a job, or to further pursue a Ph.D.

All students will need to register for 02-602, a 3-unit course, and successfully complete the course with a pass 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 Seminar 03-750*, 1 unit; *Graduate Research Seminar 03-755*, 3 units; and/or *Graduate Seminar 02-702*, 3 units). 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.

Each semester, all students may attend the weekly Biological Sciences departmental Journal Club (*Graduate Research Seminar 03-755*; 3 units) during which Ph.D. students and faculty members give 20-minute presentations. Typically, M.S. students write and submit six 1-2 page reports about the presentations. The reports are due within a week of the talk and should be submitted electronically to Assistant Director.

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 for 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 02-700 for research with Biological Sciences faculty mentor or Computational Biology faculty mentor respectively.

- Up to 12 units of 02-700 or 03-700 may be counted toward the degree without written approval from the MSCB advising committee. Students may take more than 12 units of credit, but only 12 units will count toward graduation.
- Students may be eligible for "Research Honors". With an honors thesis, students may count 24 units.

Typically, students contact faculty directly to learn about available research opportunities. To register for this class, please contact the Assistant Director 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 computational biology. Students must contact the Assistant Director during late fall about planning for an internship.

To complete the required internship during this summer must register for three (tuition free) units of 03-601R, Computational Biology Internship. Students who complete an internship during the fall or spring semester should register for three (tuition charged) units of 03-601A, Computational Biology Internship. Students may also register for research to fill this requirement with the approval of the Assistant Department Head for Careers and Professional Development, Computational Biology Department.

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

Before registering for 03-601R or 03-601A, **written approval** must be obtained from the Assistant Department Head for Careers and Professional Development, Computational Biology Department who will ensure that the internship is relevant to computational biology 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 computational biology.** 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 Department Head for Careers and Professional Development, Computational Biology Department signs all CPT authorization requests and may deny a request if the internship is not relevant to computational biology. 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 Department Head for Careers and Professional Development, Computational Biology Department) before seeking an internship/co-op or signing an offer contract.

### **ENGLISH PROFICIENCY**

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](http://www.cmu.edu/icc).

### **COURSE REGISTRATION REQUIREMENTS**

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](http://www.cmu.edu/hub/registration). Students register online at [www.cmu.edu/hub/sio](http://www.cmu.edu/hub/sio) with an Andrew ID.

- To be in good standing, students must be full-time, meaning they must take at least 36 units per semester.
- Requests for part-time status are only granted in rare, extenuating circumstances.
- Students are advised to take no more than 48 units in any semester.
- Requests to take more than 48 units require approval from the Assistant Director. Students need to meet **all** the following criteria: (1) have a QPA above 3.50, (2) justify the value of the added coursework to their goals, (3) show how they will balance the added work in their weekly schedule, and (4) justify the need to take the extra courses in the requested semester and not delay the class to a later 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 course 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 should contact the Assistant Director.

## **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 02-602 Professional Issues in Computational Biology, Pass/Fail courses cannot be used to satisfy any MSCB program requirements or to satisfy any prerequisites.

With petition to and **approval** from the Assistant Director, 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 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 02-602.
- Pass/Fail status is irrevocable.

## **AUDITING A COURSE**

With approval of the MSCB 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. Audited classes are not taken for credit and cannot be used to fulfill graduation requirements. NOTE: auditing a course **does** count toward the limit of units allowed per semester.

## **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.

## **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.

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

## **TRANSFERRING COURSES**

The MSCB 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 [www.cmu.edu/hub/tuition/index.html](http://www.cmu.edu/hub/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 MSCB program.

Students registering for summer courses (with the exception of *Computational Biology Internship 03-601R* and *MS Thesis Research 03-700-R* or *02-700-R*) students should check with Assistant Director about tuition before registering for these summer courses.

## **GRADUATION, HONORS, AND AWARDS**

### **RESEARCH OR PROFESSIONAL HONORS (INDUSTRY TRACK)**

The directors of the MSCB 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, will receive an award for research achievement. Students who have completed internships and received an endorsement from their internship supervisor may request professional honors. Students that make substantial contributions to the MSCB community, such as serving as a GSA representative or organizing social events will receive an award for leadership.

Research Honors and Professional Honors (Industry Track) signify that a student has excelled in their training for one of these two career paths.

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 MSCB Advising committee approval), (2) write and defend a master's thesis. If you satisfy the above requirements, you qualify for Research Excellence with Honors.

Full research honors requirements are outlined here (<https://www.cmu.edu/ms-compbio/current-students/forms-policies/research-thesis.html>). 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 chapter (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.

As an alternative to Research Excellence with Honors, students who complete two semesters or more of research with grades of A or higher can earn "Research Excellence".

If you complete an external internship (03-601, typically over the summer) and earn an A grade, you qualify for Professional Honors (Industry Track). NOTE: students who are eligible for multiple of these three awards ("Research Excellence", "Research Excellence with Honors", and "Professional Honors (Industry Track)") will have to choose one of those three awards to receive.

## **GRADUATION CEREMONIES**

MSCB 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. Computational Biology 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.

## **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 to discuss their plans and fill out the appropriate Withdrawal form. For more information refer to [www.cmu.edu/policies/documents/StLeave.html](http://www.cmu.edu/policies/documents/StLeave.html).

## **STATUTE OF LIMITATIONS**

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

## **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 Graduate Education Office introduces the students to university resources and services.
- The Program Orientation introduces them to faculty, research, administration, policies and services. The MSCB Steering Committee in collaboration with the Biological Sciences Graduate Programs Office and the Graduate Office of the Computational Biology 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 MSCB Steering Committee. All changes must be approved by the Assistant Director.

#### **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 for advising on further professional development.

#### **MONITORING PROGRESS**

Students who have specific concerns about their progress are urged to speak with the Assistant Director as early as possible. The Assistant Director along with members of the MSCB Steering Committee meet with the student at least twice a year, providing guidance and monitoring the student's overall progress. In addition, the Assistant Director 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 MSCB 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, depend 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**

### **CAREER AND PROFESSIONAL DEVELOPMENT CENTER (CPDC)**

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

### **TRAINING AND SUPPORT SERVICES**

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

The Student Academic Success Center (SASC) offers various opportunities for students to deepen their understanding as learners, communicators, and ultimately scholars. We support student success by providing academic coaching, communication consulting and workshops, accommodations and support for students with

disabilities, and language support for English language learners. Our program offerings are free and open to all students. SASC also engages with faculty and staff to improve academic advisors' coordination and professional development.

## **LIBRARIES**

Three university libraries provide research support for science students: Sorrells Engineering and Science Library, Hunt Library, and Mellon Institute Library. The Mellon Institute Library contains materials for biology, biochemistry, chemistry, environmental sciences, and industrial health.

## **TEACHING SUPPORT AND OPPORTUNITIES**

Students should avail themselves of Carnegie Mellon's Eberly Center for Teaching Excellence, which sponsors courses on preparing and presenting course lectures, understanding students, formulating syllabi, writing exams, and other topics. The university also sponsors seminars on teaching for TAs and students considering careers in academic settings.

## **COMPUTING SERVICES**

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

If the Help Center cannot resolve a problem remotely, the departmental IT Support Consultant can provide hands-on technical support for computers, printers, and software. To place a service request to the IT Support Consultant, email bio-it- [support@andrew.cmu.edu](mailto:support@andrew.cmu.edu). For emergencies, call the IT Support Consultant directly at 8-1990.

In addition to general technical support, the IT Support Consultant can help with computer purchases, software purchases, and computer retirement and disposal.

## **ENROLLMENT SERVICES (THE HUB)**

The HUB provides a range of enrollment services. The Academic Calendar provides information on all deadlines, including registration dates, class start dates, add/drop deadlines, exam dates, and more. Information regarding forms, schedule of classes, online registration, graduation procedures, an official letter of enrollment, official transcript, and enrollment verification.

## **MELLON INSTITUTE MAILROOM AND GATES STUDENT LOUNGES**

There are two (newly renovated) locations providing a comfortable space for MSCB students. MSCB 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 Computational Biology Department on the 7th floor of the Hillman Center for Future Generation Technologies.

## **COUNSELING AND PSYCHOLOGICAL SERVICES**

[www.cmu.edu/counseling](http://www.cmu.edu/counseling)

Graduate school is often a difficult and stressful time of life. Many MSCB 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. MSCB 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.

## **SPECIAL INTEREST GROUPS**

Various organizations exist to provide support for groups underrepresented in science. Information about these groups can be obtained from the Office of Graduate Education ([www.cmu.edu/graduate](http://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 the Computational Biology . 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](mailto: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](mailto: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**

The university prohibits sex-based discrimination, sexual harassment, sexual assault, dating/domestic violence, and stalking. The university also prohibits retaliation against individuals who bring forward such concerns or allegations in good faith. Please review [The University's Sexual Misconduct Policy](#) and [The University's Policy Against Retaliation](#). If any of these issues have impacted you, you are encouraged to contact any of the following resources:

- Office of Title IX Initiatives, <https://www.cmu.edu/title-ix/> 412-268-7125, [tix@cmu.edu](mailto:tix@cmu.edu)
- University Police, 412-268-2323

## **CHILDBIRTH/MATERNITY ACCOMMODATION PROTOCOL**

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

Students whose anticipated delivery date is during the course of the semester may consider taking time away from their coursework and/or research responsibilities. Any student who gives birth to a child while engaged in coursework or research is eligible to take either a short-term absence or formal leave of absence. Students are encouraged to consult with relevant university faculty and staff as soon as possible as they begin making plans regarding time away.

- Students must contact the Office of the Dean of Student Affairs to register for Maternity Accommodations. Students will complete an information form and meet with a member of the Dean's Office staff to determine resources and procedures appropriate for the individual student.
- Planning for the student's discussion with appropriate academic contact(s) (advisor, associate dean, etc.) may be reviewed during this meeting.
- Students in course work should consider options for the semester of the anticipated birth such as working with their course instructors to receive incomplete grades, electing to drop to part-time status or taking a full semester leave of absence.
- Students engaged in research must work with their faculty to develop plans for the research for the time they are away and for resuming upon return.

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

## **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](http://www.cmu.edu/hub/index.html).

## COMPLIANCE ISSUES

### ENVIRONMENTAL HEALTH AND SAFETY TRAINING

Each graduate student in the MSCB 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.

### 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](mailto: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](http://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.

### **UNIVERSITY FINANCIAL AID**

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

### **OFFICE OF THE DEAN OF STUDENTS EMERGENCY LOAN PROGRAM**

Graduate students needing immediate funds for emergencies should contact the Office of the Dean of Students (see Appendix A) to inquire about emergency funding available to enrolled students.

### **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. The student must 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](http://www.cmu.edu/health-services) or by email to [shinsure@andrew.cmu.edu](mailto:shinsure@andrew.cmu.edu).

## **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 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**

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

## **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](http://www.cmu.edu/fso)). The MSCB 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 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 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.

## **ACCESS TO MELLON INSTITUTE**

The Mellon Institute access is granted through CMU IDs. The Director of Graduate Operations must approve access.

## Appendix 2022-2023

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

#### **Key Resources for Graduate Student Support**

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

#### **Key Resources for Academic and Research Support**

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

#### **Key Resources for Health, Wellness & Safety**

- Counseling and Psychological Services
- University Health Service
- Campus Wellness
- Religious and Spiritual Life Initiatives
- University Police
- Shuttle and Escort Services
- The WORD

## **Office of Graduate and Postdoc Affairs**

[www.cmu.edu/graduate](http://www.cmu.edu/graduate); [grad-ed@cmu.edu](mailto: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 Childbirth/Maternity Accommodations in the Office of the Dean of Students or on their website. This Office also manages the Student Emergency Support Funding process. There are three forms of support funding for enrolled students: emergency student loans, maternity loans, and the Tartan Emergency Support Fund. These funds are made available through generous gifts of alumni and friends of the university as well as support from student organizations, Undergraduate Student Senate and the Graduate Student Assembly. Students will be provided with additional information about the various types of funding during a consultation meeting with a member of the Dean of Students team. Tuition costs are not eligible for Student Emergency Support funding.

Additional resources for graduate students include College Liaisons and the Student Support

Resources team. College Liaisons are senior members of the Division of Student Affairs who work with departments and colleges addressing student concerns across a wide range of issues. College Liaisons are identified on the student SIO page in the Important Contacts list. The Student Support Resources team offers an additional level of support 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 Resource secure online portal or email [access@andrew.cmu.edu](mailto:access@andrew.cmu.edu) to begin the interactiveaccommodation Process.

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

## **Eberly Center for Teaching Excellence & Educational Innovation**

[www.cmu.edu/teaching](http://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](http://www.cmu.edu/teaching/graduatestudentsupport/index.html).

## **Graduate Student Assembly**

[www.cmu.edu/stugov/gsa/index.html](http://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 act 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 [urovaedbenefits@andrew.cmu.edu](mailto:urovaedbenefits@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, violations of university policy, or violations of law.

Topic areas for reporting may include, but are not limited to:

- Academic and Student Life
- Bias Reporting
- Discriminatory Harassment / Sexual Misconduct / Title IX
- Employee Misconduct
- Employment Related
- Environmental Health and Safety / Pandemic Safety
- Financial Matters
- Health and Wellness
- Information Systems and Data Privacy
- Public Safety & Criminal Activity
- Research & Intellectual Property

Students, faculty and staff can anonymously file a report by calling 1-844-587-0793 or visiting [cmu.ethicspoint.com](http://cmu.ethicspoint.com). All submissions are reported to appropriate university personnel and handled discreetly.

*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](http://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, filestorage, 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 [ithelp@Cmu.edu](mailto:ithelp@Cmu.edu).

Student Academic Success Center <https://www.cmu.edu/student-success/> Student Academic Support Programs

### **Communication and Language Support**

Communication Support

The program offers free consultations for all CMU students on their written, oral, and visual projects. Our trained communication consultants help communicators convey ideas clearly and effectively on a variety of STEM and humanities topics. Consultants support communication excellence on essays, technical reports, oral presentations, slides, data visualization, advanced English language learning, and many other project types. Clients can bring in a project at any stage including brainstorming ideas, organizing thoughts, responding to instructor feedback, or putting finishing touches on the final draft. Support is offered in several modes:

One-on-one communication tutoring (in-person or Zoom synchronous meeting)--Clients meet with a consultant to improve the logic, clarity, and flow of writing or presentation and receive expert feedback that will strengthen a project. When making an appointment, clients upload a draft, instructor prompts, and rubrics so consultants can use specific criteria to give relevant feedback. See the [appointment types](#) offered.

Video response (asynchronous)--Clients upload documents in advance, then receive a 20- to 30-minute recorded video with a consultant's feedback. The feedback video will be received within 5 days after the scheduled appointment.

Group appointments--Participate with your group to accomplish peer reviews or focus on collaborative presentation strategies.

[Workshops](#)--Workshops are available on a variety of topics and help attendees learn research-backed communication strategies.

[Resources](#)--An online collection of handouts and videos that concisely explain specific communication strategies are available.

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

Students can choose from sessions on:

- giving how to give a strong presentation,
- writing academic emails,
- analyzing expectations and strategies for clear academic writing,
- talking about oneself 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.

### **Learning Support**

**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.

**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

“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.

### **University Libraries**

[www.library.cmu.edu](http://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](http://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 CarnegieMellon website.

### **Office of Research Integrity & Compliance**

[www.cmu.edu/research-compliance/index.html](http://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/](http://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](mailto:alusk@andrew.cmu.edu).

## **Religious and Spiritual Life Initiatives (RSLI)**

[www.cmu.edu/student-affairs/spirituality](http://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

The University Police Department is located at 4551 Filmore Street. The department's services include police patrols and call response, criminal investigations, fixed officer and foot officer patrols, event security, and crime prevention and education programming as well as bicycle and laptop registration. Visit the department's website for additional information about the staff, emergency phone locations, crime prevention, lost and found, finger print services, and annual statistic reports. Carnegie Mellon University publishes an annual campus security and fire safety report describing the university's security, alcohol and drug, sexual assault, and fire safety policies and containing statistics about the number and type of crimes committed on the campus and the number and cause of fires in campus residence facilities during the preceding three years. Graduate students can obtain a copy by contacting the University Police Department at 412- 268-2323 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 online 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 Mellon Code  
Academic Standards, Policies and Procedures  
Educational Goals  
Academic and Individual Freedom  
Academic Disciplinary Actions Overview  
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  
Active Medical Assistance Protocol  
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 Misconduct Policy (Interim)  
Smoke-less Campus Policy  
Student Accounts Receivable and Collection Policy and Procedures  
Student Activities Fee  
Student Enterprises  
Workplace Threats and Violence Policy