

Carnegie Mellon University

Neuroscience Institute

2021-2022

Student Handbook for the Ph.D. in Systems Neuroscience

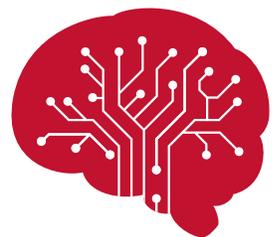


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Revised 8/27/2021 MS

1 Preamble

Our brains contain 100 billion neurons, connected by 100 trillion synapses. Although these numbers are daunting at first, neurons are hierarchically organized into specialized units called neural circuits. In 2013 President Obama launched the BRAIN initiative to “accelerate the development and application of new technologies...that show how individual brain cells and complex neural circuits interact at the speed of thought.” This goal is at the core of Neuroscience Institute, an institute that unites CMU’s strengths in experimental and computational approaches to study how neural interactions form the building blocks of complex behaviors and thoughts.

In the past decade, technological advances such as optogenetics, CLARITY, light-sheet microscopy, and 2-photon microscopy/calcium imaging have revolutionized our ability to visualize neural activity in time and space, and propelled Systems Neuroscience to the forefront of contemporary neuroscience research. These technological advances have created a demand for new approaches to acquire and quantify large-scale data such as non-invasive recordings, dense electrode recordings, and advances in signal detection and machine learning algorithms.

The Program in Systems Neuroscience (PSN) trains students with backgrounds in biology and neuroscience disciplines in the growing field of quantitative systems neuroscience and also provides them the essential background in experimental neuroscience. The training environment of the PSN brings the strengths of the unique neuroscience community of both Carnegie Mellon University (CMU) and the University of Pittsburgh (Pitt). The PSN is administered by the Carnegie Mellon Neuroscience Institute, and embedded within the Center for the Neural Basis of Cognition (CNBC), an integrative center spanning both CMU and Pitt. All PSN students are by extension members of the CNBC. In this document we outline both the course requirements and program milestones that a PSN student must complete during the course of their PhD training.

The PSN program is overseen by the PSN training faculty, the Academic Program Manager, and the Program Director. Questions about any aspect of the program should be directed either to the Academic Program Manager or the Program Directors:

Academic Program Manager

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2 Ph.D. in Systems Neuroscience

The program consists of the following core activities:

- Coursework in neuroscience, quantitative methodologies, and experimental neuroscience
- Exposure to experimental approaches through thesis research
- Training in teaching, scientific presentations and responsible conduct of research
- Successful defense of a Ph.D. Thesis

Additional satellite activities through the CNBC will also foster students' professional and scientific development.

Course requirements

The course requirements for this program include but extend well beyond the curriculum requirements for the CNBC certificate program. The coursework is designed to ensure that students are well trained in neuroscience and that they also receive in-depth training in a set of quantitative approaches relevant to the field of systems neuroscience. Courses must be completed with a grade of B or better to be counted towards graduation requirements.

A PSN student's first year coursework is decided by the student in consultation with the student's faculty mentor and the program director. The week before the start of each fall term the first year PSN students will attend an orientation session held by the program directors, where a listing of all PSN relevant courses offered that term would be given. After the orientation meeting, the first semester course choices for each first year student will be determined in consultation, first with the student and the student's faculty mentor, and then with one of the program director. Typically, students will take about 2 courses each term of their first year, including Advanced Cellular Neuroscience and Systems Neuroscience.

By two weeks before start of fall term of a student's second year, the student must submit a proposed schedule of coursework to the Academic Program Manager, along with a statement from his or her advisor recommending approval. This plan will then be considered by the PSN training faculty which may approve the course plan, or ask for modifications. Approval will be based on meeting program expectations in the following three areas. It is expected that by the end of the third year of the program all coursework will be completed.

CNBC requirement

Students must complete the four-course requirement of the CNBC certificate program:

They must gain graduate level training through coursework in the following three areas: (i) cell and molecular neuroscience, (ii) systems neuroscience, (iii) cognitive neuroscience, and (iv-v) computational neuroscience. Recommended courses fulfilling this requirement, and a suggested order in which to take them include:

- (i) 03-762 Advanced Cellular Neuroscience (Fall, yr 1)
- (ii) 03-763 Systems Neuroscience (Spring, yr 1)
- (iii) 85-765 Cognitive Neuroscience (Fall, yr 2)
- (iv) 36-759 Statistical Models of the Brain (Spring, yr 1)

Additional Course Requirements

- 03-747 Proposal Preparation and Peer Review (Spring, yr 1)
- 03-755 Graduate Research Seminar (3 units) x 2 semesters (Fall & Spring, yr 2)
- 03-750 Biology Departmental Research Seminar (1 unit) x 2 semesters (Fall & Spring, yr 2)
- 36-749 Experimental Design for Behavioral and Social Sciences (Fall, yr 1)
- Two graduate-level elective courses in Neuroscience
 - Possible elective courses include:
 - 02-620 Machine Learning for Scientists
 - 02-719 Genomics and Epigenetics of the Brain
 - 10-701 Introduction to Machine Learning
 - 15-883 Computational Models of Neural Systems
 - 36-617 Applied Linear Models
 - 36-700 Probability and Mathematical Statistics

- 36-705 Intermediate Statistics
- 38-610, 611 Programming for Data Scientists & Large-Scale Computing
- 38-615 Computational Modeling, and Machine Learning in Science
- 38-616 Neural Networks and Deep Learning in Science
- 42-632 Neural Signal Processing
- 86-631 Neural Data Analysis
- 86-675 Computational Perception
- 86-783 Neural Engineering Laboratory

Other elective courses may be proposed, subject to approval of the program director.

Program Milestones

Progress in the program is tracked based in part on students' successful completion of program milestones. A committee selected by the student and approved by the program director evaluates the performance on milestones. Failure to pass a milestone will result in a student being placed on probation. Specific conditions for removal of probation will be specified by the program director along with a set of deadlines for meeting these conditions. Failure to meet these conditions constitutes grounds for dismissal from the program.

First year (9 month) research requirement: By the end of the first academic year, students will give an oral presentation summarizing the background and significance of their proposed research topic, to be evaluated by a committee consisting of at least three Systems Neuroscience core faculty. The presentation will include a critical analysis of at least one relevant published paper (chosen in consultation with the thesis advisor) that motivates the research question, and a summary of any work accomplished to date in the laboratory. The initial part of this meeting (lasting 30-45 minutes) will be a presentation by the student, which is open to the public. This will be followed by a closed meeting with the committee and the student, during which the committee will ask detailed questions about the presentation and the work. The committee will evaluate the student's work and will decide whether a student passes, fails, or needs to revise the project, subject to re-evaluation. In the event of a pass, the student should have the committee sign a milestone completion form, which should be turned in to the Academic Program Manager. The form can be found in Appendix B of the handbook.

Second year (15 month) research requirement: At the start of the spring semester of the second year of study, students will give an oral presentation summarizing their research to date and their proposed path forward. A three-person committee will evaluate the student's progress to date and will decide whether a student passes, fails or needs to revise the project, subject to re-evaluation. In the event of a pass, the student should have the committee sign a milestone completion form, which should be turned in to the Academic Program Manager. The form can be found in Appendix B of the handbook.

Ph.D. Thesis proposal: Required coursework should be completed by the end of the third year. During the fourth year a Ph.D. candidate should present a thesis proposal to his or her thesis committee and the community. The thesis proposal should include: a succinct summary of the proposed research problem; the significance of the proposed research; a review of relevant literature relating to the problem; a review of the candidate's work leading up to the thesis, including preliminary results; a clear statement of remaining research; and a tentative schedule for completing the work. The proposal should be limited to 15 pages, plus references, figures, or online appendices.

Advising on scheduling the proposal, and guiding in the formation of the dissertation committee, is the thesis advisor's responsibility. The thesis committee should be composed of at least four members: the advisor, one additional PSN training faculty member, and one external member. The external member is typically from outside the two participating Universities. All thesis committees are subject to approval by the PSN training faculty.

Ph.D. Thesis Defense: Normally, the dissertation is completed during the student's fifth year. The student should set up a pre-defense meeting with their committee members six months prior to their defense. The final defense is a public presentation, in accordance with the College and University requirements for the Ph.D. It is the candidate's responsibility to ensure that the College and University's guidelines are followed for publicity of the defense and the availability of the thesis document at least two weeks prior to the defense. Note that the defense must be held at least 21 days before the date the degree is awarded.

3 Additional Program Information and Requirements

Training in Responsible Conduct of Research (RCR)

All students must obtain RCR training by completing the CNBC Brain Bag Series AND either the CMU Libraries RCR series or CTSI RCR seminar series at Pitt.

CMU RCR Seminar Series

CMU Libraries and the [Office of the Vice President for Research \(OVPR\)](#) provide a variety of Responsible Conduct of Research seminars on topics relevant to research ethics as part of the Libraries' workshop offerings each semester. RCR applies to all fields of research, and attendance is encouraged from all academic and research units. CMU is dedicated to the highest quality education for all students and scholars, and RCR instruction is essential to producing the best scientists and researchers for the future. Students will attend two half-day workshops to fulfill the requirement. For more information: <https://library.cmu.edu/services-overview/workshops-training#rc>

CTSI RCR seminar series

Before the end of their second year in the program, all students are required to complete a one-semester Responsible Conduct in Research training experience. This will be completed by attending no fewer than 13 of the seminars on offer for that semester by the Clinical and Translational Science Institute at the University of Pittsburgh. Details on those seminars are available at <https://ctsi.pitt.edu/education-training/>. Students can choose any 13 of the offered seminars that they like, but all should be completed within the semester. Note that registration is required for each seminar individually, and attendance is logged.

CNBC-specific RCR training

The CNBC provides training in scientific ethics and responsible conduct in research through a series of informal "brain bag" presentations. PNC students are expected to attend these brain bag presentations in their third year and they will serve as refresher training for the core ethics training given in years one and two of the program.

Teaching Assistant Requirement

In order to build skills in teaching, mentoring, communication and management skills, each student will be required to serve as a teaching assistant for two courses during their career as a graduate student in the program. The ideal scenario would include one introductory level course and one advanced level course. The time commitment for TA-ship should be roughly 12 hours per week. The student will receive a formal evaluation from the course instructor each semester they serve as a Teaching Assistant. Students must receive a satisfactory evaluation to receive credit for the semester.

Graduate students are required to have a certain level of fluency in English before they can instruct in Pennsylvania, as required by the English Fluency in Higher Education Act of 1990. Through this Act, all institutions of higher education in the state are required to evaluate and certify the English fluency of all instructional personnel, including teaching assistants and interns. The full university policy can be reviewed at:

<https://www.cmu.edu/policies/faculty/evaluation-certification-english-fluency-instructors.html>.

The fluency of all instructional personnel will be rated by the ICC to determine at what level of responsibility the student can TA.

Students can satisfy the certification requirement by taking the International Teaching Assistant (ITA) test administered by the Intercultural Communication Center (ICC) or using their TOEFL speaking score. Only those students who receive a Pass or Restricted I score on the ITA test or have a TOEFL speaking score greater than 22 that is certified by the ICC can serve as a TA. Graduate students who do not pass the ITA will be provided with help at the Intercultural Communication Center until they are able to pass. Students who are non-native English speakers may also benefit from completing 99-452: Language and Culture for Teaching (3 units) offered through the Intercultural Communication Center at CMU.

Internship Course Option

PSN students may wish to participate in paid internships at off-campus organizations during the summer months. PSN will enroll all students who are pursuing an internship for a 3-unit credit bearing internship course (86-799 Internship for Graduate Students), which can be taken once throughout the student's degree program of study, and is offered only

during the summer. This internship will appear on a student's transcript and tuition will be charged for 3 units. The work for the internship must be appropriate to the goals of the academic program and be approved by the student's advisor. Eligible international students who are interested in pursuing off-campus internships must meet with departmental and OIE representatives. For additional information, please refer to OIE's website on Employment Options for international students.

Advising and Student Evaluation

Twice each year, the PSN training faculty reviews the progress of each student in all aspects of the program. The results of this evaluation will be communicated to the student by the director of the graduate program. As part of this process, each student is expected to submit a self-evaluation, stating whether they meet their previous semester's goals, and also giving their plans for next steps in the program.

Selection and change of thesis advisor: At all times during their graduate training, students will be engaged in research under the supervision of a faculty advisor. This advisor is responsible for the academic and financial support of the student. Occasionally, a student's faculty advisor may be changed (see below); most often this change occurs because of a change in the student's research interests. If the advisor must change for any reason, it is the responsibility of the student to identify a new advisor who is willing and able to provide academic and financial support. This advisor must then be approved by the program director and the department head.

A student may voluntarily change advisors with the mutual consent of the new advisor, the program director and the department head. An advisor may terminate his or her supervision of and responsibility for a student after written notification of the problems, which may include lack of effort, lack of research progress, lack of research aptitude, failure to obey policy or procedures, failure to comply with University regulations, or behavior detrimental to the laboratory or program. Consideration of this action must be brought to the attention of the student, the PSN program director and the department head. A student who no longer has an advisor will be given two weeks to find a new advisor. Students without advisors after this time may be terminated from the program.

Termination of a Student from the Graduate Program: Students may be terminated from the Graduate Program for failure to achieve a "B" or better in two required core courses or one of these courses on successive occasions, failure to pass any program milestone, failure to make adequate progress in research, failure to find/maintain an acceptable research advisor, breaches in ethical conduct such as plagiarism or for conduct detrimental to the program. Except for instances involving breaches in legal or ethical behavior, students will not be terminated from the Program without first being notified in writing that they have been placed on probation. This written communication will include a description of the reason(s) for placing the student on probation, and the goals that the student must accomplish in order to regain good standing in the Program.

When a student who is not on probation fails a program milestone, the student will be placed on probation and given a second opportunity to pass that milestone. The student will receive a written communication from the committee that evaluated performance on the exam detailing the deficiencies in performance and what must be accomplished to satisfy these concerns. A second failure of the same milestone constitutes grounds for termination from the Program. When a student who is already on probation fails one of the major examinations, the student may or may not be given a second opportunity to pass that examination, at the discretion of the PSN training faculty.

In all cases, the termination of a student requires a decision by the PSN training faculty and acceptance of a recommendation for dismissal by the department head. Terminations are final.

Grievance procedures in the PSN

From time to time students may have complaints about some aspect of their training in the PSN. Graduate students are encouraged to discuss such concerns with any faculty member, especially their advisors or the program director. The PSN tries to solve problems informally, but there may come a time when a problem arises that cannot be resolved through informal procedures. To provide for this situation, there is a formal grievance procedure.

The process will commence when a student files a grievance in writing with the department head. The grievance will be discussed by a three-person board including the department head and two PSN faculty members selected by the department head. The board will render a written recommendation, with copies sent to the student, the office of the Dean of Dietrich College, and those against whom the grievance was brought (if specific individuals are involved). No

person against whom the grievance is brought will have a role in investigating it. If the department head is among those against whom the grievance is brought, then the Dean will be asked to designate another senior faculty member from the Neuroscience Institute to substitute for the department head on the three-person board.

University policies and agreements governing student, staff, and faculty rights supersede this procedure. If a satisfactory settlement is not reached through the activity of the three-person board described above, the student may bring the grievance to the Dean and, subsequently, to the Provost. In this case the grievance board's written recommendation will be part of the preliminary background information reviewed by the Dean or Provost or other University official before any action is taken.

The student may withdraw the grievance at any point throughout the Departmental investigation.

Grievances within Dietrich College

Any graduate student who has exhausted normal grievance procedures within the Department may present a grievance to the office of the Dean of the College. The Dean may request statements or testimony from other parties involved, and will consider the grievance in an ad hoc committee composed of the Dean, a faculty member from a department not involved in the grievance and a graduate student from a second uninvolved department. The committee will present its decision in writing to all parties involved.

Graduate Student Time Off and Leaves of Absence

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

Supported graduate students wishing to take longer periods of personal time off must do so without financial support. The advisor will notify the Department's Business Office of any such arrangements so that an appropriate adjustment in the student's support can be processed.

The timing and length of any time off must be approved in advance by the advisor before travel commitments are made. Before absences, the student must discuss with the supervising faculty member(s) ways to ensure that his/her progress is satisfactory and that research and/or teaching responsibilities can be met satisfactorily. Students with TA responsibilities are expected to be on campus to attend any department required TA training and at the end of the semester to finish grading or other duties assigned by the department.

Departmental Funding

Support for the 2021-2022 year is as follows: stipend \$2,808 for supported months, tuition \$46,690 per year, and Activity Fees \$892 per year. PhD students are paid semi-monthly with the first pay date being 9/15.

Health Insurance: In addition to the tuition and stipend support, if you elect to enroll in Carnegie Mellon University's Student Health Insurance Plan (SHIP), the University will cover 50 percent of the premium cost for your individual coverage under SHIP. While you will have the opportunity to purchase partner, spouse or dependent coverage under the SHIP plan, the University's support will be limited to 50 percent of the individual coverage amount. Please note that if you wish to elect the required health insurance coverage under an alternate plan, you will not be eligible for the University support referenced here.

In order to be eligible for the financial support, you must enroll in the SHIP program no later than August 15, 2021. Please be advised that we will be verifying your enrollment with University Health Services prior to processing the insurance premium support. Also, for the balance of the premium not covered by the University, there is a payment plan available. More information can be found here: <https://www.cmu.edu/sfs/billing/payments/monthly-plan/index.html>

Other Program Activities

Students will participate with CNBC certificate students in the following co-curricular activities.

The CNBC colloquium series is a student-run speaker series that brings eminent scientists to Pittsburgh. Students have played a major role in the selection and hosting of speakers throughout the years; faculty provide input on speaker selection, but the students do all the voting and interact extensively with the speakers during their visits.

The Brain Bag research seminars meet approximately bi-weekly throughout the academic year on Monday evenings. At each Brain Bag, a student gives a brief talk describing research in progress. Students are required to attend 2 Brain Bags per semester. Each student must present a Brain Bag by the end of their third year in the program.

The CNBC Retreat is held annually. The goal of our retreat is to foster scientific and social interactions among faculty, post-docs, and students affiliated with the CNBC. The program includes a full agenda of scientific presentations and discussions, as well as other informational, social, and recreational events. Retreat attendance is a required part of the CNBC program, and the CNBC Education Committee has adopted a policy that students must participate in the retreat each year to remain in good standing. However, we realize that sometimes a scheduling conflict makes attendance difficult, and therefore, each student will receive one "opt-out". That is, a CNBC student may pick one year when they do not attend the retreat. We encourage you to save this for when you really need it, as additional opt-outs will not be available.

CNBC Friday Seminars are an occasional seminar series at which in-house and outside speakers present in an informal and interactive setting.

4 Training faculty

Any potential PhD thesis advisor must be a member of the PSN approved training faculty. An up to date list of training faculty can be found at <https://www.cmu.edu/ni/academics/psn/psn-training-faculty.html>

5 University Policies & Expectations

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

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

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

Academic Calendar

The Academic Calendar can be found at <https://www.cmu.edu/hub/calendar/index.html> and provides information on all deadlines including registration dates, class start dates, add/drop deadlines, exam dates and more.

Academic Integrity Policy

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

A review of the University's Academic Disciplinary Actions procedures (<https://www.cmu.edu/student-affairs/theword/academic-discipline/index.html>) is also recommended. These procedures outline the process for

investigating, reporting, and adjudicating violations of the University Policy on Academic Integrity. The procedures also outline the appeal process.

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 ombudsman, Carnegie Mellon University, 5000 Forbes Avenue, Pittsburgh, PA 15213, telephone 412-268-1018. Obtain general information about Carnegie Mellon University by calling 412-268-2000.

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

Information regarding the application of Title IX, including to admission and employment decisions, the sexual misconduct grievance procedures and process, including how to file a report or a complaint of sex discrimination, how to file a report of sexual harassment, and how the university responds to such reports is available at www.cmu.edu/title-ix. The Title IX coordinator may be reached at 5000 Forbes Ave., 140 Cyert Hall, Pittsburgh, PA 15213; 412-268-7125; or tix@cmu.edu.

The Carnegie Mellon Code

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

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

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

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

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

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

Doctoral Student Status Policy

As outlined in the Doctoral Student Status Policy <https://www.cmu.edu/policies/student-and-student-life/doctoral-student-status.html>, students will complete all requirements for the Ph.D. degree within a maximum of ten years from original matriculation as a doctoral student, or less if required by a more restrictive department or college policy. Once this time-to-degree limit has lapsed, the person may resume work towards a doctoral degree only if newly admitted to a currently offered doctoral degree program under criteria determined by that program. This policy sets forth a definition of All But Dissertation (ABD) status, time limits on doctoral candidacy status, a definition of being In

Residence and In Absentia for candidates and the tuition and fees charged for candidates in each status. The ABD Status Agreement Form can be found at: <https://www.cmu.edu/hub/docs/abd-status-agree.pdf>

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

Drop/Add/Withdraw procedures

Students taking undergraduate and Master's level courses must follow the procedures and deadlines for adding, dropping, or withdrawing from courses as identified on the academic calendar. Information can be found at <https://www.cmu.edu/hub/registrar/course-changes/index.html> There is a separate calendar for doctoral level courses.

Office of the Dean of Students Emergency Support Funding

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

Employment Eligibility Verification

If you are receiving a stipend, are a TA or are you planning to have a position with CMU then Employment Eligibility Verification is Required. Form I-9 must be completed within 3 business days of beginning work for any type of compensation (stipend or employment). Additional details are highlighted below.

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

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

Transfer Courses & PCHE Policy

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

The program co-directors will review petitions for transfer credit on a case by case basis. Courses will be evaluated based on course level, topics covered, grade received, and credits earned. Courses below the graduate level will not be considered. Students must receive a grade of B or better for the transfer credit to be eligible for review. A course syllabus should be submitted as part of the review process.

University Policy on Grades

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

This policy offers details concerning university grading principles for students taking courses and covers the specifics of assigning and changing grades, grading options, drop/withdrawals and course repeats. It also defines the undergraduate and graduate grading standards.

Process for Appealing Final Grades

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

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

Resources and Regulations Governing Research at Carnegie Mellon

- Office of Sponsored Programs, <https://www.cmu.edu/osp/>
- Office of Research Integrity & Compliance <https://www.cmu.edu/research-compliance/index.html>
- Intellectual Property Policy <https://www.cmu.edu/policies/administrative-and-governance/intellectual-property.html>
- Policy on Restricted Research <https://www.cmu.edu/policies/research/restricted-research.html>
- Human Subjects in Research Policy <https://www.cmu.edu/policies/research/human-subjects-in-research.html>

Safeguarding Educational Equity

Policy Against Sexual Harassment and Sexual Assault

The University prohibits sex-based discrimination, sexual harassment, sexual assault, dating/ domestic violence and stalking. The University also prohibits retaliation against individuals who bring forward such concerns or allegations in good faith. The University's Sexual Misconduct Policy is available at <https://www.cmu.edu/policies/administrative-and-governance/sexual-misconduct/index.html>. The University's Policy Against Retaliation is available at <https://www.cmu.edu/policies/administrative-and-governance/whistleblower.html>

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

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

Additional resources and information can be found at:

<https://www.cmu.edu/title-ix/resources-and-information/resources.html>.

Assistance for Individuals with Disabilities

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

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

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

Maternity (Childbirth) Accommodation

<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 Students to register for Maternity (Birth of a Child) 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/P.I. to develop plans for the research for the time they are away and for resuming upon return.
- Doctoral students who receive an academic stipend funded by Carnegie Mellon are eligible to continue to receive stipend funding for up to six (6) weeks during a Short-Term Maternity (Childbirth) 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.

Consensual Intimate Relationship Policy Regarding Undergraduate Students

<https://www.cmu.edu/policies/student-and-student-life/consensual-relationships.html>

This policy addresses the circumstances in which romantic, sexual or amorous relationships/interactions with undergraduate students, even if consensual, are inappropriate and prohibited. The purpose of this policy is to assure healthy professional relationships. This policy is not intended to discourage consensual intimate relationships unless there is a conflicting professional relationship in which one party has authority over the other as in the policy.

Appendix A

2021-2022

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

Key Resources for Graduate Student Support

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

Key Resources for Academic and Research Support

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

Key Resources for Health, Wellness & Safety

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

Office of Graduate and Postdoc Affairs

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

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

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

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

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

Office of the Dean of Students

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

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

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

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

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

- [Athletics, Physical Education and Recreation](#)
- [Career and Professional Development Center \(CPDC\)](#)
- [Center for Student Diversity and Inclusion](#)
- [Cohon University Center](#)
- [Counseling & Psychological Services \(CaPS\)](#)
- [Dining Services](#)
- [Office of Community Standards and Integrity \(OCSI\)](#)
- [Office of Student Leadership, Involvement, and Civic Engagement \(SLICE\)](#)
- [University Health Services \(UHS\)](#)
- [Wellness Initiatives](#)

Center for Student Diversity & Inclusion

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

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

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

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

Assistance for Individuals with Disabilities

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

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

Students with physical, sensory, cognitive, or emotional disabilities are encouraged to self identify with the Office of Disability Resources and request needed accommodations. Any

questions about the process can be directed to access@andrew.cmu.edu, or call (412) 268-6121.

Eberly Center for Teaching Excellence & Educational Innovation

www.cmu.edu/teaching

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

Graduate Student Assembly

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

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

<https://www.cmu.edu/stugov/gsa/About-the-GSA/Strategic-Plan.html>.

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

Office of International Education (OIE)

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

Carnegie Mellon hosts international graduate and undergraduate students who come from

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

Veterans and Military Community

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

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

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

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

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

Policy Against Retaliation

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

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

Key Offices for Academic & Research Support

Computing and Information Resources

www.cmu.edu/computing

Computing Services maintains and supports computing resources for the campus community, including the campus wired and wireless networks, printing, computer labs, file storage, email and software catalog. As members of this community, we are all responsible for the security of these shared resources. Be sure to review the Safe Computing

(<https://www.cmu.edu/computing/safe/>) section and the University Computing Policy

(<https://www.cmu.edu/policies/information-technology/computing.html>)

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

Student Academic Success Center

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

Student Academic Support Programs

Tartan Scholars

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

Learning Support

- **Supplemental Instruction:** Supplemental Instruction (SI) is an academic support model that utilizes peer-assisted study sessions. The SI program provides regularly scheduled review sessions on course materials outside the classroom. SI is a non-remedial approach to learning as the program targets high-risk courses and is available in select courses based on data related to past student performance and feasibility.
- **Peer Tutoring:** Weekly Tutoring Appointments are offered in a one-on-one and small

group format to students from any discipline who need assistance with a course that may not be supported by our other services. Weekly appointments give students the opportunity to interact regularly with the same tutor to facilitate deeper understanding of concepts. Students can register online through the Student Academic Success website.

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

- **“Just in Time” Workshops:** The Student Academic Success team is available to partner with instructors and departments to identify skills or concepts that would benefit from supplemental offerings (workshops, boot camps) to support students’ academic success and learning. We are eager to help convene and coordinate outside of the classroom skill-building opportunities that can be open to any student interested in building skill or reinforcing course concept mastery.

- **Study Partners:** Support for students to create and benefit from their own study groups: The Student Academic Success team assists students in forming and benefiting from peer study groups, whereby all students can reap the benefits of peer-to-peer learning, student agency, and collaboration skill development. Staff from the Student Academic Success Center will be made available to instructors and students to assist with the formation of peer-led study groups. This level of support is open to any course where the instructor requests or agrees such support is appropriate and students are interested in both leading and participating.

Language and Cross-cultural Support

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

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

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

contacting the language support team at the SASC website or attend a Language Support Orientation at the SASC or in your department.

University Libraries

www.library.cmu.edu

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

Research at CMU

www.cmu.edu/research/index.shtml

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

Office of Research Integrity & Compliance

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

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

Key Offices for Health, Wellness & Safety

Counseling & Psychological Services

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

Counseling & Psychological Services (CaPS) affords the opportunity for students to talk privately about academic and personal concerns in a safe, confidential setting. An initial consultation at CaPS can help clarify the nature of the concern, provide immediate support,

and explore further options if needed. These may include a referral for counseling within CaPS, to another resource at Carnegie Mellon, or to another resource within the larger Pittsburgh community. CaPS also provides workshops and group sessions on mental health related topics specifically for graduate students on campus. CaPS services are provided at no cost. Appointments can be made in person, or by telephone at 412-268-2922.

Health Services

www.cmu.edu/HealthServices/

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

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

Campus Wellness

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

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

Religious and Spiritual Life Initiatives (RSLI)

www.cmu.edu/student-affairs/spirituality

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

University Police

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

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

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

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

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

Shuttle and Escort Services

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

The WORD

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

The WORD is Carnegie Mellon University's student handbook and serves as the foundation for the department (and sometimes college) handbook. The WORD contains university-wide academic policy information and resources, community policies and resources, and describes the university level procedures used to review possible violations of these standards. It is designed to provide all students with the tools, guidance, and insights to help you achieve your full potential as a member of the Carnegie Mellon community.

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

Carnegie Mellon Vision, Mission
Statement of Assurance
Carnegie Code

Academic Standards, Policies and Procedures

Educational Goals

Academic and Individual Freedom

Statement on Academic Integrity Standards for Academic & Creative Life

Assistance for Individuals with Disabilities

Master's Student Statute of Limitations

- Conduct of Classes
- Copyright Policy
- Cross-college & University Registration
- Doctoral Student Status Policy
- Evaluation & Certification of English Fluency for Instructors
- Final Exams for Graduate Courses
- Grading Policies
- Intellectual Property Policy
- Privacy Rights of Students
- Student's Rights

Research

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

Tax Status of Graduate Student Awards

Campus Resources & Opportunities

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

Community Standards, Policies and Procedures

- Alcohol and Drugs Policy
- AIDS Policy

Bicycle/Wheeled Transportation Policy
Damage to Carnegie Mellon Property
Deadly Weapons
Discriminatory Harassment
Disorderly Conduct
Equal Opportunity/Affirmative Action Policy
Freedom of Expression Policy
Health Insurance Policy Immunization Policy
Missing Student Protocol
Non-Discrimination Policy
On-Campus Emergencies
Pets
Political Activities
Recycling Policy
Riotous and Disorderly Behavior
Safety Hazards
Scheduling and Use of University Facilities
Sexual Harassment and Sexual Assault Policy
Smoking Policy
Student Accounts Receivable and Collection Policy and Procedures
Student Activities Fee
Student Enterprises
Workplace Threats and Violence Policy

Appendix B - Departmental Forms and Guides

- First Year Milestone Form
- Second Year Milestone Form
- Thesis Proposal Form
- Thesis Completion Form
- Thesis Title Page Format

First Year Research Requirement Completion Form

Instructions

The advisor must complete and turn in this form immediately upon the student's successful completion of the first year research requirement.

Today's Date _____

Student Name (please print) _____

Date student completed first year research requirement _____
MM/DD/YYYY

Advisor Signature _____ Date _____

Advisor Name (please print) _____

Please turn in completed form to Melissa Stupka in MI 116C.



Second Year Research Requirement Completion Form

Instructions

The advisor must complete and turn in this form immediately upon the student's successful completion of the second year research requirement.

Today's Date _____

Student Name (please print) _____

Date student completed second year research requirement _____
MM/DD/YYYY

Advisor Signature _____ Date _____

Advisor Name (please print) _____

Please turn in completed form to Melissa Stupka in MI 116C.



Thesis Proposal Completion Form

Instructions

The advisor must complete and turn in this form immediately upon the student's successful thesis proposal presentation.

Today's Date _____

Student Name (please print) _____

Date student completed thesis proposal requirements _____
MM/DD/YYYY

Advisor Signature _____ Date _____

Advisor Name (please print) _____

Please turn in completed form to Melissa Stupka in MI 116C.

-----Office Use Only-----

Date doctoral contract submitted to Registrar's Office ____/____/____

Submitted by _____



Thesis Defense Completion Form

Instructions

The advisor must complete and turn in this form immediately upon the student's successful thesis defense presentation and submission of final dissertation document.

Today's Date _____

Student Name (please print) _____

Title of Dissertation _____

Date student completed thesis defense requirements _____
MM/DD/YYYY

Date student completed final dissertation document _____
MM/DD/YYYY

Advisor Signature _____ Date _____

Advisor Name (please print) _____

Department Head Signature _____ Date _____

Dean Signature _____ Date _____

Please turn in completed form to Melissa Stupka in MI 116C.



Thesis Title Page Format

Title

Your Name

Month Year

Neuroscience Institute
(If doing a joint program also include that Department/College here)
Dietrich College of Humanities and Social Sciences
Carnegie Mellon University
Pittsburgh, PA 15213

Thesis Committee:

Name, Chair

Name

Name

Name

External Name, University

Submitted in partial fulfillment of the requirements
for the degree of Doctor of Philosophy.

Copyright Notation

This research was supported by ... (see Beck Clark if you have questions about support wording).