Carnegie Mellon University
School of Computer Science

Master of Language Technologies

Student Handbook

2023 - 2024

Revised: July 26th, 2023

Contents

1　Introduction

1.1　Welcome

Welcome to the Language Technologies Institute. While this handbook (and your college graduate student handbook) is specific to your academic experience in the LTI, there are several other resources and offices that graduate students are encouraged to consult during their tenure at Carnegie Mellon University. Information about The Word, the student handbook, the Office of Graduate and Postdoc Affairs, the Office of the Dean of Student Affairs, and others, are included in Appendix A of this handbook.

1.2　The MLT Degree

The Master of Language Technologies (MLT) is a research-oriented Master of Science degree offered by the Language Technologies Institute (LTI), a graduate department in the School of Computer Science at Carnegie Mellon University. The MLT program is a 24-month program consisting of courses, directed research, and an optional Masters' Thesis. Typical research areas include speech processing, information retrieval, machine translation, natural language processing, machine learning, and computational biology. Many MLT graduates continue on to PhD programs in the LTI or other leading universities. Other graduates go on to work in the computer industry, many at major corporate research laboratories.

There are significant differences between CMU's different departments and degree programs in philosophical approach, procedures, policies, and regulations. Each department issues a handbook that informs graduate students of their program requirements and procedures and ensures that students have written access to the standard information outlined below. This handbook describes the policies, procedures, and requirements for the Master of Language Technologies (MLT) degree.

While this handbook is specific to your academic experience in the department, there are several other resources and offices graduate students are encouraged to consult during their tenure at Carnegie Mellon University. Information about *The Word, Carnegie Mellon University 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.

All policies not explicitly described in this document conform to School of Computer Science (SCS) policies and university policies described in *The Word, Carnegie Mellon University Student Handbook* and at the University Policies website.

1.3 MLT Contact Information

The people responsible for administering the MLT degree are:

Kate Schaich
Program Manager, MLT
Graduate Program Manager, LTI
GHC 6415
412-268-4788
kschaich@cs.cmu.edu

Robert Frederking
Program Director, MLT
Principal Systems Scientist
GHC 6515
412-268-6656
ref@cs.cmu.edu

Robert Frederking
Chair of Graduate Programs, LTI
Principal Systems Scientist
GHC 6515

Mona Diab
Director, LTI
GHC 5415
412-268-6656
mdiab@andrew.cmu.edu

In addition, students may confer with the Graduate Education Office (graded@andrew.cmu.edu) regarding issues of process or other concerns as they navigate conflicts.

The Language Technologies Institute is located primarily on the 5th and 6th floors of the Gates Hillman Complex (GHC) on Carnegie Mellon's Pittsburgh campus. The address and contact information of the LTI are:

Language Technologies Institute
Carnegie Mellon University
5000 Forbes Avenue
Gates Hillman Complex 5402, LTI
Pittsburgh, PA 15241-3891

412-268-6591 (phone)
412-268-6298 (fax)

http://www.lti.cs.cmu.edu/

1.4   University Policies and 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 Policy: www.cmu.edu/policies/student-and-student-life/academic-integrity.html
- University Policies Website: www.cmu.edu/policies/
- Office of Graduate and Postdoctoral Affairs:
  www.cmu.edu/graduate/policies/index.html

Due to the changing nature of conditions and expectations surrounding public health and safety requirements, please visit www.cmu.edu/coronavirus for the most up to date information.

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

1.5   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.

1.6   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 http://www.cmu.edu/student-affairs/theword/code.html

1.7   Vision

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

1.8   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 dedicated 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.

1.9   Consensual Intimate Relationship Policy Regarding Undergraduate Students

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

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

2   The Language Technologies Institute

2.1   Mailboxes & Office Supplies

Mailboxes, printers, copiers, and other departmental resources are in GHC 5404.

2.2   Photocopies and Printers

The use of a photocopier or printer requires you to log in with your CMU ID card. LTI's printers are located in GHC 5404 and GHC 6604. The School of Computer Science provides a number of black-and-white and color printers for use by students. The SCS Computer Facilities publishes a list of printers online at http://www.cs.cmu.edu/~help/printing/.

2.3   Office Space for MS Students

To help them create a sense of community, full time students in the LTI's MLT program have access to a shared office space.

2.4   Computers for MS Students

Students are expected to provide their own laptop computers that can be used to access university resources and complete course assignments. Laptops running Windows, MacOS, and Linux software are all acceptable.

MS students will be given a CS user ID. A CS user ID is required to use the LTI computer cluster, department printers, and other SCS services. The School of Computer Science has a Help Center located at 4203 GHC. They can be contacted at help@cs.cmu.edu, extension 8-4231 from a campus phone, or 412-268-4231 from an outside line.

MS students will be given access to the LTI's computer cluster on an as-needed basis, to be used for course assignments, directed study projects, and/or capstone projects. The LTI cluster provides storage and computation for projects involving large datasets and/or lengthy computation.

3   Master's Degree Completion and Certification

3.1   Standard Degree Requirements and Degree Certification

3.1.1 Graduate Students

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.

3.1.2 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.

3.1.3 Extended or Longer-than-Standard Completion (Statute of Limitations)

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) regarding guidelines and restrictions which place an upper limit on the maximum length of time allowable for master's degree completion and certification.

3.1.4 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 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.

4 MLT Degree Attainment

4.1 Course Requirements

In order to complete the Master of Language Technologies degree, the student must pass 120 or more course units of senior-to-graduate courses, and meet the following criteria:

- within those 120 units, at least 72 units of "LTI" courses and 24 units of "SCS" courses,
- within those 72 units, 11-711, 11-791 (or an equivalent, see below), and one ``Task Orientation Focus'' class, and
- within those 72 units, at least one of the following:
  - an LTI lab course,
  - 11-792, or
  - project-oriented Masters' thesis;
- Of the remaining 24 units, 12 must be 11-910 Directed Research;
- The final 12 units are an Open Elective.

The student must also complete two summers of full-time directed research, attend the LTI Colloquium (11-700) each semester, and satisfy the Research Speaking Requirement described elsewhere.

Since 11-791 is not being offered currently, the faculty have defined a list of acceptable substitute courses:

- 11-727: Computational Semantics for NLP (only if the course project was done as a group project)
- 11-731: Machine Translation
- 11-747: Neural Networks for NLP
- 11-751: Speech Recognition
- 11-775: Large-Scale Multimedia
- 11-776: Multimodal Affective Computing
- 11-777: Multimodal Machine Learning
- 11-785: Deep Learning
- 11-797: Question Answering

Students may request to have other LTI courses with a group engineering project component to be added to this list.

For definitions of quoted terms, see the section on "Definitions of LTI Terminology."

Unless approved by the Program Director in advance, the course requirements must be satisfied by actual classroom courses, not credit given for research or independent study.

Note that a Masters' Thesis is not required in general, although a thesis project may be used to satisfy the "lab" requirement.

4.1.1 Grade Requirements

Students must demonstrate their mastery of material taught in courses and their success in applying their skills in directed study by satisfying the following grade requirements:

1. **Minimum grade:** Only courses with a grade of C (2.0) or higher are counted as satisfying a degree requirement.

2. **Pass/fail:** Pass/fail grades are not permitted for courses and projects used to satisfy a degree requirement.

4.1.2 Research Speaking Requirement

To emphasize student research, improve public speaking skills, and increase internal awareness of LTI work, all MLT students must complete an oral presentation in their second year (by the end of May). The presentation should consist of a 20-minute talk plus time for discussion. It must be advertised to the LTI mailing lists at least one week before your presentation, and the public will be invited.

At least two CMU faculty members will attend the presentation, including the research advisor. After the presentation, these faculty members will convene and provide written feedback to both the student and the chair of graduate programs (the form for this is available on the LTI website). This feedback will help the student refine speaking skills with respect to talk structure, content, and delivery.

4.1.3 Withdrawal of a Degree

The University reserves the right to withdraw a degree even though it has been granted should there be discovery that the work upon which it was based or the academic records in support of it had been falsified. In such a case, withdrawal of the degree will occur promptly upon discovery of the falsification. The complete reference to this University policy is available at https://www.cmu.edu/policies/student-and-student-life/withdrawal-of-a-degree.html.

4.2 Advising

Each student has a faculty advisor charged with guiding the education and monitoring the progress of the student through the program. The advisor also supervises the student's directed study projects. This personal student-advisor relationship ensures that every student receives the necessary faculty mentoring. The advisor also provides the student with career advice.

How and when the advisor is selected: the Marriage Process: Advisors are selected during the first month of the program. Students are expected to attend the LTI's Orientation ("Immigration Course," or IC) lectures, in which faculty describe their interests and areas of expertise, and to be proactive about meeting individually with potential advisors. After meeting with several potential advisors, each student will be asked to indicate a first, second, and third choice for advisor. Meanwhile, the potential advisors determine how many new students they can take, and indicate their preferences. Finally, the entire LTI faculty meets as a "Marriage Committee" to determine the best set of matches.

Some entering MLT students are prefunded, meaning they have received and accepted a funding letter from a faculty member before the Marriage Process. (Even students who are prefunded must attend the research talks, to become acquainted with the LTI's research projects.) Even self-supporting MLT students are expected to perform research with a faculty advisor, since research experience is an important part of our graduate programs. Until a student finds a specific advisor, the chair of the LTI graduate programs serves as the advisor.

How to change advisors: The initial advisor selection should be made carefully. However, it is possible to change advisors. To do so, the student should find another faculty member willing to serve as an advisor, and then make a request to the Program Director to switch advisors. The LTI follows the long-standing SCS policy that both the new and old advisors need to agree to the change; typically, this is not a problem (assuming the new advisor has agreed in advance, as described here). It is to the student's advantage to avoid switching advisors, especially late in their graduate studies, because forging a strong student-advisor relationship takes time.

4.3   Optional Masters' Thesis

MLT students may *optionally* elect to complete a Masters' Thesis; it is *not* required. Students who intend to apply for the PhD program should consider the MLT Thesis as one of several ways to demonstrate their research potential. Other possibilities include innovative research in a research project or class project work.

The MLT Thesis must be completed according to the following guidelines. **Note in particular the October 31 proposal deadline!**

- There are two course components required for students who elect to complete the M.S. Thesis: 11-928 – Masters' Thesis I (with the chosen thesis advisor, typically for 12 units, typically in the Fall of their second year) and 11-929 – Masters' Thesis II in the following Spring.
- Each of these two courses counts towards 6 units of MLT-level LTI course credit; if the student goes on to an LTI PhD, the second course (11-929) counts towards one PhD lab requirement.
- The MLT thesis may focus on either a significant research result or a significant implementation of a new technology. The student should work with their advisor to define an interesting but bounded thesis research project. The MLT thesis culminates in

a publication-quality paper that clearly describes the work in terms of its research significance.

- The MLT thesis committee will be composed of a thesis advisor and two additional readers, to be chosen by the student in consultation with the advisor, during the Fall Masters' Thesis I course. At least 2 of the 3 committee members must be SCS faculty working in Language Technologies.
- To receive a final grade for the first semester's course, the student must have prepared a written proposal of at least five pages, describing the scientific thesis to be investigated, any relevant research already completed by the student, a comparison with related work by others, and a detailed description of the work to be done in the next semester. **The proposal MUST be accepted by the committee by the end of October**, or the student will not be allowed to enroll in 11-929 – Masters' Thesis II!
- Sometime during the semester when the student enrolls in 11-929 – Masters' Thesis II (typically, their final semester), the student will distribute a draft of the thesis to the committee for initial review. This should be done as early as feasible, to avoid last-minute surprises that could delay final approval of the thesis.
- The thesis work culminates in submission of the final version of the thesis document, followed by a public presentation of the work in an LTI seminar (or other suitable public forum). Since the defense is public, the LTI graduate program administrator must receive all the information required for a public announcement at least one week before the defense. The Masters' Thesis presentation is somewhat less rigorous than a PhD thesis defense. The presentation must communicate the research work done, similar to a conference paper presentation. The committee will observe the presentation, and then decide whether the thesis and presentation were acceptable, or whether further work is required. Unlike a PhD defense, only a simple majority vote of the committee is required for approval.
- Although students are required to enroll in the appropriate course sequence of two Masters' Thesis courses, it is not required that students finish the thesis by the end of that second semester. If a student requires more time to revise the thesis to the committee's satisfaction, and adequately present the work, an incomplete grade will be assessed in the Masters' Thesis course, until such time as the work and presentation are accepted. The student will still be allowed to walk in Spring Commencement, if all other requirements for the MLT degree have been completed. Students should note that any financial support beyond the end of the semester will be on a case-by-case basis, and must be arranged in advance with the project supporting them. Students are strongly encouraged to finish the thesis work within one (1) year following the semester they enroll for the first Masters' Thesis course.

4.4 Definitions of LTI Terminology

We define here some of the terms as used in this handbook:

- An "LTI course" is any 12-unit course with a number of 11-XXX; a 6-unit course with an 11-XXX counts as 1/2 of an LTI course. Unless otherwise specified, "course" means an actual classroom course, not credit given for research or independent study. Note that we will allow any one MLD (10-xxx) graduate-level course to count as an "LTI course."
- An "SCS course" is any 12-unit course with a course number indicating a unit of the School of Computer Science (including LTI); a 6-unit course with such a number counts as 1/2 of an SCS course. Unless otherwise specified, "course" means an actual classroom course, not credit given for research or independent study. Note: Recommended electives that are technically *outside* of the SCS now count towards this requirement; for example, Digital Signal Processing in ECE. Please see the Program Director for approval of electives as "SCS."
- "LTI Focus Areas" are sets of courses defined on the LTI course webpage under "Course Categories." If a student believes a new course should be added to a Focus Area, they should notify the Chair of the LTI Graduate Programs. He will decide, with advice from faculty in the appropriate area, whether it should be in the Focus Area, and if approved it will be added to the LTI Focus Area webpage.
  - A "Task-Orientation Focus Course" is simply a course belonging to that LTI Focus Area, as listed on the "Course Categories" webpage.
- An LTI "lab course" is simply a course in the list of lab courses defined in the LTI "Course Categories" webpage.

4.5 Recommended Electives outside of SCS

Students are free to take elective courses outside the SCS, at Carnegie Mellon or cross-registered at the University of Pittsburgh, as long as the student fulfills the requirements of their program as described above. The student should discuss any such electives in advance with their advisor; typical choices might include ECE courses for Speech students, Pitt Linguistics courses, or Statistics courses.

Note: recommended electives outside of the SCS count towards the "SCS" course requirement. Please see the Program Director for approval of electives as "SCS."

Note also that students need advance approval for any courses not covered by their normal tuition (e.g., summer courses). The grading of outside courses is the responsibility of the department offering the course; however, the LTI's Minimum Course Grade Policy described above still applies ("B-" is the minimum for PhD, "C" for MLT).

4.6   LTI Orientation

At the beginning of each Fall semester, the LTI provides a set of lectures and talks to help students learn about the work done by CMU faculty and to provide an opportunity for advisors to recruit new students. Students are expected to attend them and treat them seriously, because they provide a good introduction to the broad range of research done at the LTI. Students do not register for the LTI Orientation, nor do they receive a grade; however, the department is serious about its expectation that new students will attend these talks.

For many years, these talks were called "the Immigration Course (IC)", which caused confusion. The older name has been retired; however, people who have been at CMU a long time may occasionally use the older name.

4.7   End of Semester Evaluation

Near the end of the spring and fall semesters, the student must prepare a statement that describes their achievements in the current semester, and plans for the next semester. At the end of the semester, the faculty evaluates each student's academic progress. The student's advisor serves as the student's advocate in this process. The result of the evaluation is a letter from the faculty to the student that indicates whether the student is making *satisfactory progress* towards completing the degree.

A **good letter** typically indicates that the student is making *satisfactory progress*. If the student is doing exceptionally good work, a stronger adjective such as *excellent* might be used, but this is unusual.

If a student seems to be having trouble, the faculty determines whether it believes that the student can finish the degree, and if so, what needs to be accomplished to get back on track. This type of letter should be considered a serious warning. It is **not** a permanent "black mark" on the student's record; if the student begins making satisfactory progress again, there is no official record of the letter in the student's transcript.

In the most serious cases, the faculty gives the student an *N-1 letter* that specifies a list of conditions that the student must satisfy by specific deadlines. Failure to meet all of the specified conditions may result in the student's termination from the program.

4.8   Enrollment Verification

Enrollment Services is the only University office that can provide an official letter of enrollment, official transcript and enrollment verification. Enrollment verification can be requested online through The HUB at: http://www.cmu.edu/hub/transcripts/verifications/enrollment.html.

4.9   University Policies on Grades and Grading

4.9.1   University Policy on Grades

ww.cmu.edu/policies/documents/Grades.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.

4.9.2   University Policy on Grades for Transfer Courses

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

4.10 Academic Integrity

Please review the University Policy on Academic Integrity:

https://www.cmu.edu/policies/student-and-student-life/academic-integrity.html

The policy includes the University expectations around academic integrity and provides definitions of cheating, plagiarism, and unauthorized assistance.

A review of the University's Academic Disciplinary Actions procedures 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 appeals process.

https://www.cmu.edu/policies/student-and-student-life/academic-integrity.html

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

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

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

The university has a very clear and specific protocol for responding to alleged violations of academic integrity. Carnegie Mellon's Academic Disciplinary Actions Overview for Graduate Students describes procedures for disciplinary actions against graduate students in cases of alleged violations of academic regulations and the appeal process. Please see https://www.cmu.edu/student-affairs/theword/academic-discipline/ for more information.

Important note: The LTI implements the above policy's option of "conven[ing] a disciplinary hearing according to the procedures of the department/program." Our procedure is as follows: a first violation is grounds for dismissal from the graduate program. If we decide not to immediately dismiss, the first violation will result in the student being on disciplinary probation. If a student commits a second violation while on probation, the penalty is dismissal from the graduate program.

5   Academic Policies

5.1   MLT Academic Policies

5.1.1 Duration of Study

MLT students enrolled for full-time study are expected to complete the degree in two calendar years (24 months). This includes two summers of full-time directed research.

See also the "Statute of Limitations" policy.

5.1.2 Double-Dipping

A Masters student who uses courses taken as part of another degree program (at Carnegie Mellon or elsewhere) toward their program requirements cannot use those same courses

toward any other M.S. degree offered by the School of Computer Science without prior approval. This is an SCS-wide policy.

5.1.3 Pass/Fail Grades

Pass/fail grades are not permitted for courses used to satisfy a degree requirement. Graduate students who are required to take additional undergraduate courses to build up the core foundations of computer science may not elect the pass/fail option for these courses.

5.1.4 Independent Study

For an Independent Study to satisfy an MLT student's coursework requirements, it must be approved by the MLT Program Director in advance. In consultation with the CMU faculty member who will be supervising the Independent Study, the student should produce a short (half-page to one page) description of the goals of the Independent Study, and how the results will be evaluated, and submit it to the Program Director before the end of the Add period of the semester of the proposed study. The study should be planned so that it is finished in time for the supervising faculty member to give a grade at the end of the semester. Independent studies may be undertaken for 6 or 12 units. Normally only one Independent Study would be approved during a student's MLT coursework.

5.1.5 Transfer Credit

An equivalent graduate course previously completed at another institution may be permitted to satisfy one of the MLT course requirements. The decision on whether a course may be transferred is made by the MLT Program Director. Typically, the student will provide the Program Director with the syllabus of the external course, and the Program Director will use that and the student's transcript to make the decision.

See the section on "Definition of transfer credit versus course exemption."

All MLT students are required to take a minimum of 96 units of coursework at CMU.

5.1.6 External Internships

MLT students may only engage in internships if their advisors recommend it, since the program is 24 months, including summers. International students are required to consult with the Office of International Education for eligibility *before* seeking an internship/co-op or signing an offer contract.

We caution all students to be aware of potential intellectual property (IP) problems with internships, and to review any IP agreements with their advisors before signing them. It is possible to lose ownership of your ideas.

Important: See also section 4.2.3, External Employment/Consulting.

5.1.7 Transferring Into the MLT Program

Transfers into the MLT program are not permitted during a student's first semester at CMU. Students must begin their study at CMU in the program that admitted them; this is a university policy.

Students may request to transfer into the MLT program after completing their first semester. The student must make the request in writing (or email) to the MLT/PhD Admissions Chair. The MLT/PhD Admissions Chair will inform the student about what application materials are required; for example, an explanation of why a transfer is desired, a proposed plan of study, a proposed advisor, and CMU transcripts. Students that are already enrolled in an LTI degree program are not required to retake GRE and TOEFL exams or to produce new transcripts from other universities. The MLT program will conduct an expedited admissions process after receiving such a request.

5.1.8 Transferring Out of the MLT Program

The MLT program does not prevent students from transferring to another degree program. Each degree program has its own rules about whether and when transfers into the program are permitted. A student that is interested in transferring out of the MLT degree program should consult the handbook and Program Director of the desired degree program to learn whether transfers are permitted, and if so, how and when to request such a transfer.

5.1.9 Drop/Add/Withdraw Procedures

Students taking undergraduate and Masters' level courses must follow the procedures and deadlines for adding, dropping, and withdrawing from courses as identified on the academic calendar. Information can be found at https://www.cmu.edu/hub/registrar/course-changes.index. Please note that there is a separate calendar for doctoral courses that does not apply to Masters' students.

5.1.10 Statute of Limitations

As outlined in the Master's Students Statute of Limitations, https://www.cmu.edu/policies/student-and-student-life/masters-students-statute-of-limitations.html. Students will complete all requirements for the masters' degree within a maximum of seven years from original matriculation as a masters' 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 masters' degree only if newly admitted to a currently offered masters' degree program under criteria determined by that program.

See also the 'Duration of Study' policy.

5.1.11 Teaching Requirements

MLT students do not normally serve as Teaching Assistants (TAs). If an MLT student wants to TA a course, they must get the approval of their research advisor.

In the unusual case of an MLT student TAing, note that 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 Language Support in the Student Academic Success Center to determine at what level of responsibility the student can TA. In addition to administering the International Teaching Assistant (ITA) Test (a mandatory screening for all non-native speakers of English), Language Support in the Student Academic Success Center helps teaching assistants who are non-native English speakers develop fluency and cultural understanding to teach successfully at Carnegie Mellon. Visit the Student Academic Success Center website for additional information: https://www.cmu.edu/student-success/.

5.2   LTI Academic Policies

5.2.1 "Grandfather" policy

A student can graduate under the policies in effect at the time that the student entered the program; or, at the student's choice, the student can graduate under policies that are adopted after the student entered the program. If it is not realistic to follow a particular policy exactly, the department may approximate the policy as closely as possible; this situation is rare and typically arises only when a student is enrolled in the program for an extended period of time.

5.2.2 Definition of transfer *credit* versus course *exemption*

The LTI may grant transfer *credit* or issue an *exemption* for equivalent graduate courses previously completed at another institution. This decision rests with the chair of the particular program. If a student is *exempt* from a required course due to prior courses or experience, the student can replace that course with an open elective. The student does not receive credit for the external course, but can take any course that could normally count toward the degree in its place. If a student receives *credit* for prior coursework completed at CMU or elsewhere, the student receives that many units of credit, and the total amount of required coursework is reduced by that amount.

5.2.3 External Employment/Consulting

Students funded by LTI research projects are normally expected to work exclusively for those projects. Since consulting may provide useful experience, students are generally permitted to consult, at most, one eight-hour day per seven-day week, only with the advisor's consent. International students must also have approval in advance from the Office of International Education (OIE); otherwise, they may be in violation of their visa status.

Important: Any work for pay outside of the funding research project must be approved in advance by the advisor (and OIE, for international students). This includes paid TAing, consulting, online free-lancing, etc.

5.2.4 Leave of Absence

The LTI discourages Leaves of Absence (LOA), since students usually do not return, despite good intentions. However, a student in good standing may be granted a LOA of at most 1 year, upon written request to the Program Director and with consent of the student's advisor. It is the responsibility of the student on LOA to contact the LTI to initiate a return to the program.

5.2.5 Satisfactory Progress

If a student does not make satisfactory progress each semester toward completing the degree, the LTI may remove the student from the program. See section on "End of Semester Evaluation."

5.2.6 Winter and Summer Breaks

Students supported by research projects are expected to remain on campus working during breaks in classes. A two-week vacation is typically allowed in the summer. The normal winter break policy is that the student works 40 hours per week for two weeks, and takes vacation for the other two weeks.

5.3   CMU Academic Policies

5.3.1 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 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 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.

5.3.2 Summary of Graduate Student Appeal and Grievance Procedures

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

Graduate students will find the Summary of Graduate Student Appeal and Grievance Procedures on the Graduate Education Resource webpage. This document summarizes processes available to graduate students who seek review of academic and non-academic issues. Generally, graduate students are expected to seek informal resolution of all concerns within the applicable department, unit, or program before invoking formal processes. When an informal resolution cannot be reached, however, a graduate student who seeks further review of the matter is to follow the formal procedures outlined here. These appeal and grievance procedures shall apply to students in all graduate programs of the University. Students should refer to the department specific information in this handbook for department and college information about the administration and academic policies of the program.

5.3.3 Process for Appealing Final Grades

[https://www.cmu.edu/student-affairs/theword/academic/appeal-of-grades-and academic-actions.html](https://www.cmu.edu/student-affairs/theword/academic/appeal-of-grades-and%20academic-actions.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)

        b) The faculty or staff member who assigned the grade did so in violation of University policy.

5.3.4 Safeguarding Educational Equity: Sexual Misconduct Policy

The University prohibits sex-based discrimination, sexual harassment, sexual assault, dating/domestic violence, and stalking. The University also prohibits retaliation against individuals who bring forward such concerns or allegations in good faith. The University's Sexual Misconduct Policy is available at https://www.cmu.edu/policies/administrative-and-governance/sexual-misconduct/index.html. The University's Policy Against Retaliation is available at https://www.cmu.edu/policies/administrative-and-governance/whistleblower.html. If you have been impacted by any of these issues, you are encouraged to make contact with any of the following resources:

- Office of Title IX Initiatives, https://www.cmu.edu/title-ix/ 412-268-7125, tix@cmu.edu

- University Police, 412-268-2323

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

5.3.5 Gestational and Parental Accommodation

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

Providing holistic student support is a top priority at Carnegie Mellon. The protocols on this page are designed to support the parental needs of students and their families.

Students seeking any of the parental accommodations described below must register with the Office of the Dean of Students by contacting the office for an appointment by calling 412-268-2075.

Students are encouraged to register with the Office of the Dean of Students ninety (90) days in advance of the anticipated arrival of the child as applicable in the individual circumstances. At the time of registration, students will have the opportunity to consult about resources, procedures, funding options, and preparation for discussing academic accommodations with the student's academic department. Students should also consult with their academic advisors either before or in conjunction with registering with the Office of the Dean of Students.

Accommodations for Gestational Parents
The birth of a child is a significant life event that may require time away from academic pursuits for delivery and recovery from delivery of a newly born child. Students whose anticipated delivery date is during the course of a semester may need to take time away from their academic responsibilities. Carnegie Mellon students seeking time away are afforded two options as a possible accommodation:

- **Short-term accommodation for gestational parents** – A short-term absence from academic responsibilities up to a maximum of six (6) weeks. Short term accommodations may be extended by two (2) weeks for a total of eight (8) weeks, where a longer absence is medically necessary. Prior to the absence students must work with relevant university faculty and staff to adjust their course work, research, teaching and other academic responsibilities during the period of absence. This may include extensions of time to complete assignments, incomplete grades, and/or dropping courses, shifting research responsibilities and adjusting TA assignments. Students who take a short-term accommodation will remain enrolled.
- **Formal Leave of Absence** - A formal leave of absence under the Student Leave Policy. Generally, the Student Leave Policy permits students to take a leave of absence for a full-semester, mini-semester, or for the time remaining in the semester during which the leave is taken. Students who take a Formal Leave of Absence (https://www.cmu.edu/policies/student-and-student-life/student-leave.html) drop all remaining courses for the semester and are unenrolled for the semester. International students must consult with the Office of International Education (https://www.cmu.edu/oie/) before considering this option due to visa implications.

Financial Assistance for Student Parents
Carnegie Mellon also offers the following options for financial assistance to students who become parents while enrolled:

Interest-free Loan – Any student who becomes a parent is eligible to apply for an interest-free parental loan (https://www.cmu.edu/student-affairs/dean/loans/) from the Office of the Dean of Students.

6   Financial Issues

6.1   Graduate Student Funding

For all LTI MLT students, full funding (tuition plus stipend) is guaranteed for the first year. This support is normally continued for the duration of the program, subject to continuing satisfactory progress and availability of funding. The fellowship includes full tuition and fees, and a monthly MLT stipend. In addition, the LTI pays a dependency allowance of 10% of the student's monthly stipend to any student with a child, unless they have a spouse who earns more than $200 per month.

If an MLT student receives an outside graduate fellowship (e.g., NSF, Fulbright), the student is expected to accept it in place of the LTI's graduate fellowship. As an extra incentive to do so, the LTI will supplement the award so that the student will receive full tuition and a combined

stipend 10 percent higher than that of the standard LTI graduate fellowship. Students are required to inform the LTI about any external funding that they receive.

6.2   University Financial Aid

Graduate students should consult the graduate student financial aid information found on The HUB website: http://www.cmu.edu/finaid/graduate/index.html.

6.3   Conference Travel Funding

Students funded by a research project receive travel funding according to policies set by the individual projects. Students who have no project funding may be provided with partial funding, with a larger amount available for travel to present a refereed conference paper. There is an LTI form that must be filled out in advance.

6.4   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 Students (see Appendix A), www.cmu.edu/student-affairs/index.html, to inquire about the types of emergency funding available to enrolled students.

6.5   Health Insurance

Carnegie Mellon has a Student Health Insurance policy requiring full-time, degree-seeking students to carry adequate medical insurance. Students must either purchase the plan offered by the University, or an application for a waiver can be made if the student is "enrolled as the dependent, partner/spouse or principal in an employer or government-sponsored insurance plan" (see the Carnegie Mellon University Student Health Insurance Policy at http://www.cmu.edu/policies/documents/StudentInsurance).

The LTI does not cover student health insurance, regardless of the students' funding situation. It is the responsibility of each student to make arrangements with Student Health Services to either pay for their insurance at the beginning of the semester, or elect a payment plan over the course of the academic year. More information is available at the Student Health Services Web site www.studentaffairs.cmu.edu/HealthServices/insurance.

6.6 Emergency Loans

http://www.cmu.edu/student-affairs/index.html
All students, regardless of their program, are eligible for the Emergency Student Loan, which is an interest-free and emergency-based loan repayable within 30 days. It is available through the Office of the Dean of Student Affairs; students may apply for the loan by stopping in to the Student Affairs Office, Warner Hall 301, or by calling (412) 268-2075 for an appointment.

6.7 Employment Eligibility Verification

If you are receiving a stipend, are a TA, or are planning to have a position with CMU then Employment Eligibility Verification is required. Form I-9 must be completed within 3 business days of beginning work for any type of compensation (stipend or employment). Additional details are highlighted below. To ensure compliance with federal law, Carnegie Mellon University maintains the Employment Eligibility Verification (I-9) Policy [pdf] 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.
- Students who fail to complete the Form I-9 in a timely manner may have stipend payments suspended. If employed by the university, an individual who fails to timely complete the Form I-9 may be subject to disciplinary action up to and including termination of employment.

7 Additional University Resources

7.1 The HUB Student Services Center

thehub@andrew.cmu.edu and http://www.cmu.edu/hub/

The HUB is located in Warner Hall, Lower Level. The HUB staff delivers comprehensive service and counsel to students and families regarding financial aid, billing and payment, registration and academic records. The Assistant Directors in The HUB serve as contacts for specific colleges

and assist enrolled students with key aspects of the enrollment process. Students can find their assigned HUB Assistant Director on their Student Information Online (SIO) Resource page. Questions that need specialized, in-depth attention can be directed to the student's assigned Assistant Director. For general questions and information, students may email The HUB or call 412-268-8186.

7.2   Student Information Online (SIO)

Student Information Online (SIO) is a secure site where students can find important, personalized information, including E-Bills and student account information, financial aid status and eligibility, grades and QPA, and course schedules. Students can update their contact information (and that of their spouse or partner); sign up for E-Check & E-Refund; authorize their spouses, domestic partners or other individuals to receive a copy of their E-Bill; request verifications; view their housing and meal plan assignments; and much more. Students can log on to SIO by going to www.cmu.edu/hub/sio and entering their Andrew User ID and password.

On SIO, students will designate an emergency contact address of a relative or family friend to be contacted in the case of an emergency. If students do not want their name and address published in the campus directory, they must notify the HUB in writing.

7.3   ID Cards

Graduate students can obtain their ID card from their program manager, department, or college. These cards identify their holders as members of the campus community. Student cards are deactivated upon the cardholder's separation from the university.

Affiliate ID Cards are available for spouses and partners of graduate students, which allow them to access Carnegie Mellon's campus. These cards are available through The HUB to spouses and partners of graduate students who are enrolled for the current academic year in a full-time graduate degree program. The card is valid for one year. For information about domestic partner registration, visit the Office of the Dean of Student Affairs webpage: http://www.studentaffairs.cmu.edu/dean/domestic_partner/.

For more information about student and affiliate ID cards (spouse, domestic partners and dependent children), please visit: http://www.cmu.edu/idplus/idcards/cardtypes.html.

7.4   Transcripts

Information about and instructions for ordering transcripts are available at: www.cmu.edu/hub/transcripts.html. Transcript questions may be directed to esg-

transcripts@andrew.cmu.edu.

7.5   Pittsburgh Council on Higher Education (PCHE) and Cross-registration

http://www.cmu.edu/policies/documents/CrossRegister.html

Cross-registration provides an opportunity for enriched educational programs by permitting full-time graduate students to cross-register for courses (usually no more than one per semester) at a Pittsburgh Council on Higher Education (PCHE) Institution. Full-time Carnegie Mellon degree students are eligible and the PCHE course may not count towards full-time status unless the student is enrolled in an inter-university program. Students interested in taking advantage of this opportunity should be familiar with the Policy on Grades for Transfer Courses already outlined previously in this handbook.

Note: Suspended students may take courses elsewhere; however, they may receive transfer credit only if their college and department policies allow this.

7.6   Student Privacy Rights and FERPA

www.cmu.edu/policies/documents/StPrivacy.html
This university policy notifies students of their rights under the federal Family Educational Rights and Privacy Act (FERPA). According to FERPA, students have the right to:

- inspect and review their education records;
- request an amendment to their education record if they believe they are inaccurate or misleading;
- request a hearing if their request for an amendment is not resolved to their satisfaction;
- consent to disclosure of personally identifiable information from their education records, except to the extent that FERPA authorizes disclosure without consent;
- file a complaint with the U.S. Department of Education Family Policy Compliance Office if they believe their rights under FERPA have been violated.

For questions about Student Privacy Rights, FERPA or filing a complaint, contact John Papinchak, University Registrar, jp7p@andrew.cmu.edu, in Enrollment Services.

7.7   Academic Calendar

The official academic calendar is published by Enrollment Services. It is not uncommon for departments and colleges to have academic requirements that differ from or are in addition to those presented in the academic calendar provided to the campus community by Enrollment

Services. You may find the CMU academic calendar here: www.cmu.edu/hub/calendar.html. This provides information on deadlines including registration dates, class start dates, add/drop deadlines, and more.

7.8   Professional Development

The Career and Professional Development Center (CPDC) (www.studentaffairs.cmu.edu/career/index.html) at Carnegie Mellon is a centralized career center staffed by a team of seasoned and highly-educated professionals who orchestrate the career exploration, experiential learning, and career networking needs of students and alumni.

CMU's career and professional development model is grounded in discipline-specific career development, experiential learning, and employer relations shaped by strong connections with the university's seven academic colleges. The center's success is founded upon a solid understanding of career and professional development theory, integration of technology, and an unwavering commitment to providing personalized attention towards meeting the unique individual needs of students, alumni, and employers. The CDPC is located on the Lower Level of the University Center, 412-268-2064.

The Office of the Assistant Vice Provost for Graduate Education (AVPGE) offers a robust schedule of professional development opportunities. Some are geared towards a specific population (master's students, PhD students at the beginning of their program, graduate students seeking tenure track positions, etc.) and others are open to all graduate students (time management, balancing, staying healthy). A full schedule of programs can be found at: http://www.cmu.edu/graduate/.

7.9   University Libraries

http://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.

7.10 Computing Services

www.cmu.edu/computing/
Computing Services is located in Cyert Hall 285. Computing Services develops, maintains, and supports the computing infrastructure for Carnegie Mellon students, faculty members, and staff members. This includes the campus wired and wireless networks, public computer labs or "clusters," cable television and telephone services, computing related documentation and support through the Help Center. In addition, Computing Services provides standard classroom technologies for over 100 lecture halls, classrooms, and seminar rooms across campus. The website contains addition information regarding The Help Center hours, location and contact information, computing cluster hours and location, the Carnegie Mellon web portal, computing security, and policies and guidelines. Students can email the Help Center at advisor@andrew.cmu.edu with questions and for assistance.

7.11 Family and Dependents Resources

The Graduate Student Assembly website maintains a resource page for spouses, domestic partners, and families of graduate students: www.cmu.edu/stugov/gsa/resources/family.html, including The Student Parent Association, new mother rooms, and links to resources around campus and the Pittsburgh area.

Affiliate ID Cards are available for spouses and domestic partners of graduate students that allow them to access Carnegie Mellon's campus. These cards are available through The HUB to spouses and partners of graduate students who are enrolled for the current academic year in a full-time graduate degree program. The card is valid for one year. For more information about student and affiliate ID cards, please visit: http://www.cmu.edu/idplus/idcards/cardtypes.html.

7.12 Domestic Partner Registration

Carnegie Mellon extends certain benefits to domestic partners of students. Eligible students may elect benefits for their domestic partners through the registration process orchestrated by the Office of the Dean of Student Affairs, 3rd floor Warner Hall. Information regarding the benefits available for domestic partners, eligibility for domestic partner benefits, registration instructions, and forms can be located at:
www.studentaffairs.cmu.edu/dean/domestic_partner/index.html.

7.13 Housing

The university does not currently offer housing to graduate students. The Office of Housing and Dining Services does provide community housing information to assist graduate students who are seeking housing in the communities surrounding the university, including information on the legal aspects of renting an apartment, moving checklists, and the off-campus housing database. This information can be located at: www.cmu.edu/housing/community-housing/index.html.

7.14 Dining

www.cmu.edu/dining/
Dining services and operations are offered through the Office of Housing and Dining Services. The office operates dining locations open around campus in academic buildings, Hunt Library, and the University Center. These locations offer flexible hours with options from the early morning through late night. The Dining Service website contains information about dining locations, hours of operation, graduate student dining plans forms, nutritional information, and weekly menus for dining locations.

7.15 Parking and Transportation

www.cmu.edu/parking/
Graduate students will find information about parking and availability, parking policies, transportation options and Port Authority Transit usage with a valid university ID on the Parking and Transportation Services site. The Parking and Transportation Services office is located in the lower level of the East Campus Garage. There is limited parking on campus and the varying permit rates can be found on the website. All parking areas of campus are either by permit, metered, or by the hour in the garage. Parking and Transportation Services will ticket any car parked in a permit area without a permit or at an expired meter. The city monitors the metered parking along Margaret Morrison, Frew and Tech Streets and will ticket at expired meters as well.

The university offers shuttle and escort services operated through University Police. The Shuttle Service operates several routes within Oakland, Squirrel Hill and Shadyside areas, as well as to University sites located outside of the main campus. The Escort Service offers vehicle routes within a radius of campus between 6:30 pm-6 am daily. Information regarding up-to-date shuttle and escort schedules, pick-up/drop-off locations, routes and usage policies can be found at: www.cmu.edu/police/shuttleandescort/.

SafeWalk provides another option to campus community members walking across and around campus during late-night hours. SafeWalk is a student volunteer organization that provides campus escorts for all members of the Carnegie Mellon community. SafeWalk operates nightly

during the regular academic year (except certain holidays and break periods) from 10pm until 2am. Students, faculty, and staff may request an escort by calling 412-268-SAFE (8-7233 from a campus phone), by approaching an escort team, or by stopping by the SafeWalk dispatch area in the University Center, Lower Level near the Post Office Package Pick-Up window, between 10pm-2am. SafeWalk will escort to locations approximately one mile from campus. Additional SafeWalk information can be found at: www.studentaffairs.cmu.edu/safewalk.

7.16 Copying, Printing and Mailing Services

Carnegie Mellon offers community members easy access to FedEx, copy centers, printing and mailing services, and postal services. More information regarding these services, locations and contact information can be found in The Word at: www.cmu.edu/student-affairs/theword//campus_resources/copyprintmail.html.

7.17 University Center

www.cmu.edu/university-center
The University Center is a centerpiece of the campus that provides a space for special events, physical fitness, student organizations and various activities, as well as accommodating retail and dining services. As the campus crossroads, the University Center functions as a place for students to interact, get involved and enjoy new experiences. Visit the University Center website for information about campus eateries, ATMs and PNC Bank, fitness rooms and schedules, retail stores, scheduling University Center space, the public prayer room, student organizations, and the Wright-Rogal Chapel.

The University Center Information Desk is the location if you want to know about upcoming campus events or have questions about Carnegie Mellon in general. You can call the Information Desk at 412-268-2107. The Information Desk not only provides information about campus events, but also sells postage stamps, makes copies, sends faxes, distributes campus maps, manages a lost & found, and has informational brochures about Pittsburgh and the campus.

7.18 Athletic/Fitness Facilities

 www.cmu.edu/athletics
For the participant or the spectator, Carnegie Mellon offers intercollegiate athletics, intramural sports, physical education classes and club sports. The Athletics Department also offers aerobics classes in the University Center, as well as occasional workshops and instruction related to fitness and health. The Athletics Office is located in the Skibo Gymnasium.

The University Center's recreational facilities include an eight-lane pool, racquetball and squash courts, class studios, a fully-equipped fitness center, and a gym for basketball and volleyball. All users must present a current Carnegie Mellon Card to use these facilities.

7.19 CMU Alert

www.cmu.edu/alert
CMU Alert sends voice and/or text messages to registered phones in the event of a campus emergency that threatens public safety or during tests of the system in the spring and fall semesters. Students can register for CMU Alert through the website.

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

A.1   Key Offices for Graduate Student Support

A.1.1 Graduate Education Office

www.cmu.edu/graduate; grad-ed@cmu.edu
The Graduate Education Office serves as a hub for connecting graduate students to relevant campus experts and resources to support their academic success, understanding of university level policies and practices and to assist them in advancing their personal and professional development.

Examples of resources offered through the Graduate Education Office include, but are not limited to:

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

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

A.1.2 Office of the Dean of Students

http://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):

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

Graduate students will find the enrollment information for Domestic Partner Registration and Childbirth/Maternity Accommodations in the Office of the Dean of Student Affairs and on the website. The Office of the Dean of Student Affairs 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, the 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.

A.1.3 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

A.1.4 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 can be found at: www.cmu.edu/teaching/graduatestudentsupport/index.html.

A.1.5 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

- 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 and Criminal Activity
- Research and Intellectual Property

Students, faculty, and staff can anonymously file a report by calling 1-844-587-0793 or visiting - cmu.ethicspoint.net. All submissions will be reported to appropriate university personnel.

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

A.1.6 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

A.1.7 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.

A.1.8 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.

A.1.9 Office of International Education (OIE)

www.studentaffairs.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.

A.1.10 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 veteran education benefits, campus services, veteran's groups at CMU, non-educational resources and international military service information through the Veterans and Military Community website. There are also links and connections to veteran resource in the Pittsburgh community. The Naval ROTC and Veteran Affairs Offices are located at 4615 Forbes Avenue, uro-vaedbenefits@andrew.cmu.edu, 412-268-8747.

A.2 Key Offices for Academic & Research Support

A.2.1 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 section (https://www.cmu.edu/computing/safe) and the University Computing Policy (https://www.cmu.edu/policies/information-technology/computing.html).

A.2.2 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.

A.2.3 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.

A.2.4 Student Academic Success Center

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

Student Academic Support Programs

A.2.4.1 Communication & 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 synchronous Zoom 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 the consultants can use specific criteria to give relevant feedback. See the appointment types offered here: https://www.cmu.edu/student-success/programs/communication-support/make-an-appointment.html
    - *Video Response* (asynchronous): Clients upload documents in advance, then receive a 20 to 30 minute video with a consultant's feedback. The feedback video will be received within 5 days of 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. https://www.cmu.edu/student-success/calendar.html
    - *Resources:* An online collection of handouts and videos that concisely explain specific communication strategies are available. https://www.cmu.edu/student-success/other-resources/index.html

A.2.4.2 Language and Cross-Cultural Support
More than 60% of graduate students at Carnegie Mellon are international students, and others are non-native speakers of English who have attended high school or undergraduate programs in the U.S. 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:

- How to give a strong presentation
- Writing academic emails
- Analyzing 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 website or attend a Language Support Orientation at the SASC or in your department.

A.2.4.3   Learning Support
- Peer Tutoring: Weekly tutoring appointments are offered 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.

A.2.5 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, intellectual property rights and regulations, and institutional animal care & use. ORIC also consults on, advises about and handles allegations of research misconduct.

A.3 Key Offices for Health, Wellness & Safety

A.3.1 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 session 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.

A.3.2 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, and 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.

A.3.3 Campus Wellness

http://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.

A.3.4 Religious & 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.

A.3.5 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, crime prevention and education programming, and bicycle and laptop registration. Visit the department's website for additional information about the staff, emergency phone locations, crime prevention, lost and found, fingerprint services, and annual statistic reports.

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

A.3.6 Shuttle & Escort Services

Parking and Transportation coordinates the Shuttle 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.
https://www.cmu.edu/parking/shuttle/index.html

A.4   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 policies 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:

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 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

University policies can also be found in full text at: http://www.cmu.edu/policies/