Computational Biology Department
School of Computer Science
Graduate Student Handbook
Academic Year 2024-2025

Master of Science in Automated Science: Biological Experimentation (MSASBE)
&
Master of Science in Automated Science: Biological Experimentation – Applied Study (MSASBEAS).

Last revision date: August 19, 2024

The information contained in this graduate handbook template focuses on the resources and locations available at the Carnegie Mellon Pittsburgh Campus.

Table of Contents

Welcome

The directors of the Masters in Automated Science (MSAS) program would like to welcome you to the Computational Biology Department and to Carnegie Mellon University. This document explains the policies of the MSAS program. You should read it thoroughly.

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

Vision, Mission & Philosophy

Vision

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

Mission

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

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

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

M.S. in Automated Science Mission Statement

The MSAS program trains practitioners in the design, implementation, and application of automation in scientific research. Graduates become leaders in the emerging paradigm of Automated Science - the combination of automated scientific instruments and artificial intelligence for iteratively interpreting data and selecting experiments. Interested students are given opportunities to pursue research. Our graduates are prepared for rewarding jobs in industry or to pursue their doctoral degrees at top

universities.

Degrees Offered

The MSAS program offers two degrees: a Master of Science in Automated Science: Biological Experimentation (MSASBE) and a Master of Science in Automated Science: Biological Experimentation – Applied Study (MSASBEAS).

Using the Graduate Student Handbook

The Computational Biology Department has prepared this statement of program policies and procedures to answer questions that students may have as they enter the M.S. in Automated Science (MSAS) program. This document specifies requirements that must be achieved to be a student in good standing. Failure to meet any of these requirements may result in 3 dismissals from the program. We encourage you to discuss any questions or concerns that you may have with the MSAS directors, academic advisor, or program coordinator at any time. Students should contact the MSAS program coordinator if they would like a version of this handbook in a different format.

Carnegie Mellon University Statement of Assurance

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

Inquiries concerning the application of and compliance with this statement should be directed to the university ombudsperson, Carnegie Mellon University, 5000 Forbes Avenue, Pittsburgh, PA 15213, telephone 412-268-1018. 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 applicable grievance procedures for alleged violations of the Statement of Assurance is available at
https://www.cmu.edu/policies/forms-and-documents/soa-violations.pdf.

The Office for Institutional Equity and Title IX may be reached at 412-268-7125 or

https://www.cmu.edu/title-ix/.

The Carnegie Mellon Code

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

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

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

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

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

The Carnegie Mellon Code can also be found on-line at:

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

University Policies & Expectations

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

- The Word/Student Handbook:
  https://www.cmu.edu/student-affairs/theword/index.html
- Academic Integrity Policy:
  https://www.cmu.edu/policies/student-and-student-life/academic-integrity.html
- University Policies Website:
  https://www.cmu.edu/policies/

- Office of Graduate and Postdoctoral Affairs:
  https://www.cmu.edu/graduate/policies/index.html

- Additional Policy Resources (e.g. college/department specific policies)

Due to the changing nature of conditions and expectations surrounding public health and safety requirements please visit:

https://www.cmu.edu/coronavirus/

for the most up to date information.

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

Academic Calendar

The Academic Calendar can be found at:

https://www.cmu.edu/hub/calendar/index.html

and provides information on all deadlines including registration dates, class start dates, add/drop deadlines, exam dates and more.

Departmental Information

Departmental Personnel

Title & Responsibilities	Contact Information
Co-Director & Academic Advisor *Overall Program Management; Academic Integrity Issues; Leave of Absence Approval Academic Advising: Summer Internship Approvals*	Joshua Kangas, Ph.D. GHC 7715 412-268-4671 jkangas@andrew.cmu.edu
Co-Director *Overall Program Management; Academic Integrity Issues; Leave of Absence Approval*	Jose Lugo-Martinez, PhD. GHC 7411 412-268-8693 jlugomar@andrew.cmu.edu
Program Coordinator *Admissions; Course Registration; Office and building access; Program Ombudsperson*	Janet Garrand GHC 7725 412-268-5598 jgarrand@cs.cmu.edu

Ombudsperson

Janet Garrand serves as ombudsperson for graduate students to assist with difficult academic or

personal situations where a confidential sounding board and/or an intermediary can be helpful. Examples of situations where students are encouraged to seek advice or assistance include:

- Difficulty in communications with the program co-directors, academic advisor, or faculty, particularly when those difficulties may lead to considering leaving the program.
- Conflict with other group members that is difficult to resolve within the group.
- Issues related to diversity or the departmental climate for those in groups who are historically underrepresented in science, or
- Personal concerns that interfere significantly with the ability to make timely progress in research or program requirements. These might be due to health, family, or financial challenges.

Upon the student's request, information shared will be kept in confidence, if no laws require otherwise. Should help be needed from additional sources, the student would be asked before sharing confidential information.

In the event that a difficulty cannot be resolved within the program or department, Janet Garrand can also assist with following the grievance procedures for resolving difficult matters, which are available here: www.cmu.edu/graduate/policies/appeal-grievance-procedures.html.
Additionally, students may confer with the university graduate student ombudsperson, Carnegie Mellon University, 5000 Forbes Avenue, Pittsburgh, PA 15213, telephone 412-268-1018., on issues of process or other concerns as they navigate conflicts.

Departmental Personnel

Title & Responsibilities	Contact Information
Department Head, **Computational Biology Department**	Russell Schwartz, Ph.D. GHC 7723 russells@cmu.edu
Administrative Assistant *for the Department Head*	Erin Driskill GHC 7725 412-268-3480 ekunz@andrew.cmu.edu

Departmental Resources

There are student support and administrative staff members available Monday through Friday in person on the 7th floor of the Gates Hillman Center (rm 7721/7725).

The Computational Biology Department provides a study space for MSAS students and all Masters students of CBD in room 7412 GHC. There are no assigned desks in this room and you may use any unoccupied desk. This room will always remain unlocked. Do not leave personal or items of value in the

room.

A copier/printer is located 7604 GHC.

The department directory is located in the lobby of the Computation Biology Department.

The department maintains several bulletin Boards though out the department containing information of upcoming events and recent research and student spotlights.

The Department website https://cbd.cmu.edu/ contains a department calendar of events.

Contact department administrative staff before purchasing items or booking travel that you may wish to have reimbursed. Protocols and procedures will be reviewed based on the request.

Master's Degree Completion and Certification

Standard Degree Requirements & Degree Certification

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

Preparatory Requirements
Admitted students will be provided with free material to study probability, statistics, and core mathematical concepts in the summer before they begin their CMU coursework. A teaching assistant (TA) or faculty member will be available during that summer to answer questions by email or Skype (or similar). Students are responsible for reviewing this in the summer before they arrive.

Additionally, before beginning courses, all students are also required to complete an academic integrity instructional module, as prescribed by the co-directors. Students must pass with a grade of 90% or higher on every assignment to be eligible to start classes.

Coursework
To receive the M.S. degree, students must successfully complete the following requirements:
1. At least 174 units of coursework, which includes the specific courses listed below.
2. An average grade of B or above (GPA = 3.0) in those 174 or more units counted toward degree certification. No grade lower than a C (GPA = 2.0) can be counted toward degree certification.
3. Full-time course registration (at least 36 units) for each semester in the program

In addition, MSASBEAS students are required to complete a summer internship.

The recommended coursework is as follows:

Course (Units)	Name	Sem.		Course (Units)	Name	Sem.
02-601 (12)	Programming for Scientists*	1		02-750 (12)	Automation of Scientific Research	2
02-761 (12)	Laboratory Methods for Automated Biology I	1		02-762 (12)	Laboratory Methods for Automated Biology II	2
03-709 (12)	Applied Cell and Molecular Biology	1		02-620 (12)	Machine Learning for Scientists	2
02-680 (9)	Essential Mathematics and Statistics for Scientists	1		02-605 (3)	Professional Issues in Automated Science	2
02-602 (3)	Professional Issues in Computational Biology and Automated Science	1		02-604 (12)	Fundamentals of Bioinformatics**	2
Total Units: 48				**Total Units: 51**		

Students who test out of 02-601 (Programming for Scientists) will most likely take 02-613 (Algorithms and Advanced Data Structures) in the first semester.

Course (Units)	Name	Sem.		Course (Units)	Name	Sem.
02-702 (3)	Computational Biology Seminar	3		02-XXX (12)	CBD graduate-level elective	4
02-XXX (12)	CBD graduate-level elective	3		02-710 (12)	Computational Genomics	4
02-763 or 02-700 (12)	Auto Science Capstone 1 (professional option) *or* M.S. Research (research option)	3		02-764 or 02-700 (12)	Auto Science Capstone 2 (professional option) *or* M.S. Research (research option)	4
02-XXX (12)	CBD graduate level elective	3			*(Optional)* OPEN graduate-level elective	4
Total Units: 39				**Total Units: 36-48**		

*** Students who took 02-604 in the first semester will take 02-XXX CBD graduate-level elective in the*

third semester.

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

Course Credit for internships
If a student completes a part-time internship directly relevant to Automated Science, then they may register to receive three units of credit for each term for (02-802A fall/spring).

Seminars
During the second semester of the program, each student will register for weekly Computational Biology seminars: *Graduate Seminar 02-702* (3 units). Students who are registered for fewer than 48 units in the first semester, because they have tested out of any of the first semester courses, are welcome to register for a seminar during the first semester if they choose.

Professional & Research Options

During the second year, students will take either two semesters of MSAS Capstone (02-661 and 02662) or two semesters of MS research (02-700), depending on their career goals. Students who want to enter the workforce as soon as possible should take two semesters of MSAS Capstone; this is called the '**professional option**' in the table above. Those who wish to pursue a Ph.D. after completing their M.S. should take two semesters of MS Research; this is called the '**research option**' in the table above. Students who elect to the Research option must find a research mentor and then enroll in two semesters of M.S. Research (02-700). Typically, students contact faculty directly to learn about available research opportunities.
The program's academic advisor will consult with each student prior to the start of the second year to determine his or her best option.

Capstone and Thesis Options

During the second year, the students need to complete a capstone project. There are three options for doing so:

1. Complete one semester of capstone and one semester of research (research track).

2. Complete two semesters of capstone (professional track)

3. Complete two semesters of research and a MS Thesis (proposal, thesis document, and presentation). More information can be found here.

Important Rules for Coursework
Students must maintain full-time enrollment in the program and all course requirements should be fulfilled by the end of the student's fourth semester. The only exception that is allowed is if CMU Student Affairs and/or a medical provider request that a student be allowed to take a reduced course load.

The MSAS Advising committee may waive the requirement for 02-601, 02-680 and/or 03-709 if a student demonstrates proficiency through a placement exam or project. Opportunities to complete placement exams or projects are offered before the start of the fall semester. Students who test out of 02-601 (Programming for Scientists) will take 02-613 (Algorithms and Advanced Data Structures) or 02-604 (Fundamentals of Bioinformatics) in the first semester. Students who took 02-604 in the first semester will take a 02-XXX CBD graduate elective or any SCS graduate elective in the third or fourth semester. Students who test out of 03-709 will take an equivalent number of course units from the Department of

Biological Sciences or Computational Biology Department. Students who take a test out of 02-680 will take a graduate Computational Biology (02-7xx) or Machine Learning (10-7xx) elective. In all cases the degree requirement remains 174 units. All course requirements must be fulfilled by the end of the student's fourth semester unless a medical or other exemption has been granted in writing.

Students with an interest in chemistry may make the following substitutions in the curriculum.

Applied Cell and Molecular Biology can be replaced with one of Bioorganic Chemistry I: Nucleic Acids and Carbohydrates (09718) or Bioorganic Chemistry II: Proteins, Peptides and Combinatorial Chemistry (09719).

You may also replace one or two CBD electives with Neural Networks and Deep Learning in Chemistry (09616) and/or Molecular Modeling and Computational Chemistry (09763). Note: you still need the same number of units to graduate so you must replace one elective with one course or both electives with both courses.

Students must follow the procedures and deadlines for adding, dropping, or withdrawing from courses as identified on the academic calendar. Information can be found at
www.cmu.edu/hub/registrar/coursechanges/index.html
Most MSAS students will have the opportunity to take a single free elective in the final (4th) semester of the program. All student course selections are subject to the approval of the MSAS program directors. Note that, according to college rules, undergraduate courses listed by the Computer Science Department (15-XXX) are closed to all graduate students, unless that course has a graduate listing. CMU undergraduate students enrolling for a continuing M.S. can use relevant courses from their junior or senior years to count towards the MSAS degree. The courses used toward MSAS degree CANNOT be counted toward undergraduate degree certification. Undergraduate degree advisors need to verify and sign the Declaration of Carry-Over Credit form confirming no double counting.
All course requirements must be fulfilled by the end of the student's fourth semester, unless a medical or other exemption has been granted in writing.

Graduate Students
Carnegie Mellon MSAS 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 length for graduate students of MSAS four semesters for full-time students. Upon completion of the graduate program degree requirements, the degree will be certified by the student's academic program in the semester in which the student completes the requirements.

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

Extended or Longer-than-Standard Competition
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:

https://www.cmu.edu/policies/student-and-student-life/masters-students-statute-of-limitations.html

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

Additional Guidance for Students

Program of Study

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

Financial Aid and Student Account

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

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

International Students

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

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 master's degree within a maximum of seven years from original matriculation as a master's student, or less if required by a more restrictive department, school, or college policy. Once this

time-to-degree limit has lapsed, the person may resume work towards a master's degree only if newly admitted to a currently offered master's degree program under criteria determined by that program.

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

Registration Process/Procedures

Advising & Coursework

Advising for Coursework

Before each of the fall and the spring semesters, each student meets individually with the academic advisor to select courses and obtain approval. Any requested changes must be brought to the attention of the academic advisor.

Registering for Classes

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

To be full-time, students must register for at least 36 units per semester. Students may not take more than 48 units in any semester.

University Policy on Grades

The university policy on grades may be found at:

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

Pass/Fail Courses

Pass/Fail courses are strongly discouraged unless it is a course that is not directly relevant to the student's program of study or if there is a medical hardship in completing a course. Taking a course for credit indicates an intellectual commitment to the material and may be viewed more positively by other professors and potential employers than a Pass. Potential employers gain more information about a student's ability from seeing a letter grade on a transcript than from a P. With the exception of 02-605 Professional Issues in Automated Science, and the required 02-702 Computational Biology Seminar, Pass/Fail courses cannot be used to satisfy any MSAS program requirements or to satisfy any prerequisites.

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

Important notes

- Prerequisites may not be taken Pass/Fail.
- Classes taken Pass/Fail may not be used to fulfill graduation requirements, with the exception of 02-702 and 02-605.
- Pass/Fail status is irrevocable.

Auditing a Course
With approval of the academic advisor, a graduate student may audit a course by obtaining permission of the instructor or teaching department *and* completing the Course Audit Approval Form, including obtaining the signature of the academic advisor. Audited classes are not taken for credit and cannot be used to fulfill graduation requirements.

Adding a Course
During the early Add period of each semester, students may add a course by registering online. After the Add deadline, they may add a course by completing the Late Add Request Form **and** obtaining permission of **both**: 1) the instructor or teaching department **and** 2) the academic advisor.

Dropping a Course
Students may withdraw from a course online. The university has a Drop deadline, after which the course appears on the student's transcript as withdrawn (W).
Complete the Retroactive Add/Drop Petition form after the Drop deadline obtaining permission of **both**: 1) the teaching department head **and** 2) the academic advisor.

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

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

Transfer Courses and Pittsburgh Council on Higher Education (PCHE)
https://www.cmu.edu/policies/student-and-student-life/masters-studentstatus.html.
Carnegie Mellon University offers students the opportunity to take courses for credit through a crossregistration program (see Pittsburgh Council on Higher Education (PCHE) and Cross-registration below) and through the receipt of transfer credit from other accredited institutions. The Carnegie Mellon University transcript will include information on such courses as follows: Carnegie Mellon courses and courses taken through the university's cross-registration program will have grades recorded on the transcript and be factored into the QPA. All other courses will be recorded on this transcript indicating where the course was taken, but without grades. Such courses will not be taken into account for academic actions, honors or QPA calculations.

The MSAS program does not accept transfer credits.
CMU undergraduate degree holders, please refer to the section on Coursework for carry-over course credit details.

Monitoring Progress
Students who have specific concerns about their progress are urged to speak with the academic advisor as early as possible. The academic advisor will meet with the student at least twice a year, providing guidance and monitoring the student's overall progress. In addition, the co-directors will meet with the

student as and when needed to discuss progress and resolve issues.

Grades & Academic standing

To be in good academic standing, a student is expected to maintain a B average (GPA = 3.0) in the coursework (minimum 174 units) that will be counted towards the degree. No grade lower than C shall be used for completion of degree requirements.

Process for Appealing Final Grades

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

Final grades will be changed only in exceptional circumstances and only with the approval of the instructor and the department, unit or program. Grading is a matter of sound discretion of the instructor and final grades are rarely changed without the consent of the instructor who assigned the grade. The following circumstances are the unusual exceptions that may warrant a grade appeal: (a) the final grade assigned for a course is based on manifest error (e.g. a clear error such as arithmetic error in computing a grade or failure to grade one of the answers on an exam), or (b) the faculty or staff member who assigned the grade did so in violation of a University policy.
University Policy on Grades https://www.cmu.edu/policies/student-and-studentlife/grading.html This policy offers details concerning university grading principles for students taking courses and covers the specifics of assigning and changing grades, grading options, drop/withdrawals and course repeats. It also defines the undergraduate and graduate grading standards.

Working

Summer Research

Summer research in a lab requires you to either be paid (as a CMU employee) or to register for a 02700. F-1 and J-1 students may work on the CMU campus part-time or full-time during vacation terms or any official school breaks, including summer. Such positions do not need CPT authorization. For more information, see: https://www.cmu.edu/oie/foreign-students/employment.html

Internships

Students often secure internships in industry or academia during the summer between the first and second years, and less often during the academic year. With the approval of the MSAS academic advisor, students may enroll in 02-802, Automated Science Internship, to receive three units of credit for completing an internship. **Approval will only be given if the internship is directly relevant to Automated Science.** For example, an internship at Emerald Cloud Lab will be approved, because its primary business involves scientific automation. An internship at Facebook will not. Additionally, the MSAS academic advisor will require a copy of the official offer letter from the company or organization providing the internship. The letter must: (i) be on official letterhead, (ii) signed, and (iii) state the start and end dates of the internship.

To receive credit for 02-802, the following two conditions must be met: (i) the student's direct supervisor during the internship must certify that their performance was satisfactory, and (ii) the student must present a poster, or other presentation at a program event sometime during the semester following their internship. The MSAS academic advisor will contact the student's direct supervisor during the internship to determine whether condition (i) is met.

In most cases, the internship will be completed during the summer and the student will enroll (tuition free) in 02-802R. In rare circumstances, the MSAS academic advisor will authorize a student to complete an internship during the academic year. Such students will enroll in 02-802A. Students must pay tuition if enrolled in 02-802A.

International students

International students who secure paid summer internships outside of Carnegie Mellon must also register for Curricular Practical Training (CPT) or Pre-Completion Optional Practical Training (OPT),

both of which are overseen by the Office of International Education (OIE). International students who are part of MSASBEAS are required to do a summer internship and are therefore eligible for CPT after one semester in the program. International students who are part of MSASBE are not eligible until the summer after their first full academic year. **To receive either training authorization from OIE, the internship must be relevant to Automated Science.** For CPT authorization, students must present the offer letter stating employment dates, work hours, and number of wages or stipend for the internship. The academic advisor signs all CPT authorization requests and may deny a request if the internship is not relevant to Automated Science. Note that whereas CPT authorization typically has a faster turnaround, OPT authorization is sought through OIE and can take up to 90 days to obtain. **All International students are required to consult with Office of International Education for eligibility before seeking an internship/co-op or signing an offer contract (required addition to ensure the university is in compliance with immigration laws for F & J status students)** (and in the case of CPT the academic advisor before seeking an internship/co-op or signing an offer contract.

Teaching assistantships

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 protocol for evaluating the English fluency for graduate student instructors will involve completing the ITA test. Students with scores of 'Pass' and 'Restricted I' will be eligible to be a teaching assistant. Students with scores of 'Restricted II' will be limited to serving as graders.

In addition to administering the International Teaching Assistant (ITA) Test (a mandatory screening test for any non-native speaker of English), the Intercultural Communication Center (ICC) helps teaching assistants who are non-native English speakers develop fluency and cultural understanding to teach successfully at Carnegie Mellon. Visit the ICC website for additional information: www.cmu.edu/icc.

Vacations and Time-off

Graduate Students engaged in paid research or serving as teaching assistants are expected to continue with their research and teaching during academic breaks (for example, Spring Break), with the exception of the following official University holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Day Before Christmas
- Christmas Day
- Day Before New Year's Day

Paid time off for personal business or vacations generally is not included as part of a graduate's financial support. A supported graduate student who wants to take a short break (up to ten days) must get approval for that break from his/her supervisor. Due to federal regulations governing graduate student

support, paid time off for personal business and vacations is not provided.

Graduation

MSAS students are certified for graduation by the Computational Biology Department in the School of Computer Science.

Carnegie Mellon University holds graduation ceremonies in May only. Because there are no August or December commencement ceremonies, we encourage students to participate in the May events.

The Carnegie Mellon University Commencement Ceremony is held on Sunday.

Program Status

Full-time status

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

Leave of Absence

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

Withdrawal

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

Change of Address

Departments are asked to encourage students to keep their current local address up to date in SIO. This supports a university initiative to have accurate living information for students for official program/department/college/university notices, the ability to facilitate wellness checks, ensure international students are in compliance with visa requirements, etc.

Students are responsible for notifying the Computational Biology Department Business Office and MSAS program coordinator and the HUB of all changes in a timely manner. Students will be held responsible for any failure to receive official college notices due to not having a correct address on file; F-1 students may jeopardize their status if address information is not kept current. Students can change their address using SIO, which is available via the HUB website: www.cmu.edu/hub/index.html

Statute of Limitations

As outlined in the Master's Students Statute of Limitations, https://www.cmu.edu/policies/student-andstudent-life/masters-students-statute-of- limitations.html. Students will complete all requirements for the master's degree within a maximum of seven years from original matriculation as a master's student, or less if required by a more restrictive department, school or college policy. Once this time-to-degree limit has lapsed, the person may resume work towards a master's degree only if newly admitted to a currently offered master's degree program under criteria determined by that program. Under extraordinary circumstances, such as leave of absence, military or public service, family or parental leave, or temporary disability, a school or college may, upon the relevant department's

recommendation and with the written approval of the dean (or designate), defer the lapse for a period commensurate with the duration of that interruption.

Academic Integrity

At all times students are expected to maintain ethical conduct as described in the university policies on Academic Integrity. Serious action will be taken against all students who are caught violating the CMU Academic Integrity Code.

Please review both of the following:

- 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.

- The University's Academic Disciplinary Actions procedures

  (https://www.cmu.edu/student-affairs/theword/academic-discipline/index.html). These procedures outline the process for investigating, reporting, and adjudicating violations of the University Policy on Academic Integrity. The procedures also outline the appeal process.

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

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

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

- The severity of the violation, including factors such as the number of assignments in question, the weight of those assignments in the course, the type of violation, fraction of the assignment in question that violated course policy, overall impact of the violation on the academic environment in the course, impact of the violation on the academic environment in the program and university in general, and other factors determined by the two program co-directors.

- Whether a student has had an academic integrity violation in the past

- Lying about the facts of the violation or fabricating evidence to cover up a violation

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

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

Academic Probation and Consequences of Inadequate Progress Toward the Degree

The MSAS Directors and academic advisor will review the status of each student at the end of each semester. If the MSAS co-directors and academic advisor determine that a student is making inadequate progress or has an academic integrity violation (AIV), they will notify the student in writing of the deficiencies and the consequences of failing to correct those deficiencies. Any student who's cumulative QPA is at or below 2.0 after one term or 2.5 after two or more terms, or who is otherwise not making satisfactory progress toward their degree will receive a letter from the program placing them on academic probation. Under most circumstances, the student will be given one semester to earn a B average in the courses to be counted towards the degree. Academic probation will end only when the student returns to a B average and fulfills the other requirements laid out in the terms of their probation. Failure to return to good academic standing after one semester may result in dismissal from the program or other actions as decided upon by the administration of the program. In most cases, two violations (and in some a single violation that is severe or when the student lies about the facts of the case) are grounds for dismissal from the MSAS program.

Withdrawal of Degree

The university reserves the right to withdraw a degree even though it has been granted should there be discovery that the work upon which it was based or the academic records in support of it had been falsified. In such a case the degree will be withdrawn promptly upon discovery of the falsification. See https://www.cmu.edu/policies/student-and-studentlife/withdrawal-of-a-degree.html for more information.

Student Rights in Academic Conflicts

A student wishing to appeal a course-level disciplinary decision should first speak with the faculty member directly involved. A student who is uncomfortable approaching the faculty member may discuss the matter with the program coordinator who serves as the Graduate Ombudsperson for the Computational Biology Department. If the conflict cannot be resolved on this level, the student is referred to the Program co-directors or the relevant department head who may, with the student's permission, meet with both the student and the faculty member involved.

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

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. Additionally, students may confer with the graduate student ombudsman on issues of process or other concerns as they navigate conflicts

Early Admission Process for Ph.D. Programs in Computational Biology and Biological Sciences

MSAS students who have successfully completed their first year may apply for early admission to the

Ph.D. programs in [Computational Biology](#) and/or [Biological Sciences](#).

Application process

Early admission applications will consist of the same materials as a normal application and must be submitted by the due date (early September). Decision about the early application will be made by **October 1st.** Decisions will be a) to offer early admission, b) not to offer early admission but to consider the applicant again during the regular admissions cycle, or c) to reject the application. If a student is rejected, they cannot apply again during the regular admission cycle.

Students admitted early would need to decide whether to accept the offer by **November 1st.** Students admitted early who do not accept the offer by November 1st will not be considered for regular admission. Students who accept the early offer would not be allowed to apply to other PhD programs at CMU or elsewhere.

Limited Number of early admissions offers

The Computational Biology Ph.D. expects to offer early admission to a maximum of 2 students per year combined from both MSAS and MSCB programs. The Biological Science Ph.D. program expects to make offers of early admission of no more than 20% of its expected incoming class size.

Adjusted Curriculum

The curriculum for students who accept an early admission offer may be adjusted for the spring semester to allow inclusion of one or more courses that are required by the Ph.D. program. Such courses would be counted as part of required units for the M.S. program and not for the Ph.D. program, although the requirement for those courses would be waived by the Ph.D. program if a satisfactory grade is received.
Minimum unit requirements for the Ph.D. program would still need to be met.

Additional Department and University Policies and Protocols

Consensual Intimate Relationship Policy Regarding Undergraduate Students

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

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

Verification of Enrollment

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:

https://www.cmu.edu/hub/registrar/student-records/verifications/enrollment.html

New Policies / "Grandfather" Policy

Any changes in department policies or degree requirements will not take effect until the new handbook is signed. No student will be required to sign changes in degree

requirements after the initial start of their respective program.

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.

Lost Funding

International Students must notify the Office of International Education (OIE) if they lose their funding.

Discuss Department Emergency Student Loan made available through the department (if applicable).

Reference the Office of the Dean of Students Emergency Student Loan Program: Graduate students who find themselves in need of immediate funds for emergency situations should contact the Office of the Dean of Students:

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

…to inquire about an Emergency Student Loan

University Financial Aid

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

Office of the Dean of Students Emergency Support Funding

Graduate students who find themselves in need of immediate funds for emergency situations should contact the Office of the Dean of Students:

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

to inquire about the types of emergency funding available to enrolled students.

Appendix A
2023-2024
Highlighted University Resources for Graduate Students

Note: The following pages are meant to broadly include only some of the resources available to graduate students. It is not an exhaustive appendix of resources, and students are strongly encouraged to visit the various websites linked below for the most up-to-date information.

Table of Contents

Key Resources for Graduate Student Support

Office of Graduate and Postdoctoral Affairs

https://www.cmu.edu/graduate

graded@cmu.edu

The Office of Graduate and Postdoctoral Affairs provides university-wide support for all graduate students and academic programs, with a focus on supporting graduate student success at Carnegie Mellon. Examples of resources offered through the Office of Graduate and Postdoctoral Affairs include, but are not limited to:

- Website with university resources, contact information for CMU programs and services, possible financial assistance and potential funding opportunities, and various procedural and policy information

- Newsletter to all graduate students with information on activities, resources, and opportunities

- Professional development seminars and workshops, and various programming and events for the graduate student community

The Office of Graduate and Postdoctoral Affairs also works directly with the colleges and departments on issues related to graduate students and serve as a resource for developing policy and procedures. The Office of Graduate and Postdoctoral Affairs partners with many other offices and organizations, such as the Graduate Student Assembly, to support the holistic graduate student educational experience.

Office of the Dean of Students

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

The Office of the Dean of Students provides central leadership of the metacurricular experience at Carnegie Mellon including the coordination of student support. Graduate students will find the enrollment information for Domestic Partner Registration and Parental Accommodations in the Office of the Dean of Students or on their website. This Office also manages the Student Emergency Support Funding process. There are currently three forms of support funding for enrolled students: emergency student loans, student parental loans, and the Tartan Emergency Support Fund. Inquiring 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.

College Liaisons and the Student Support Resources team serve as additional resources for graduate students. 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 Important Contacts list in

Student Information Online (SIO). The Student Support Resources team offers an additional level of support for students who are navigating a wide range of life events. Student Support Resources staff members work in partnership with campus and community resources to provide coordination of care and support appropriate to each student's situation.

The Division of Student Affairs

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

- Athletics, Physical Education and Recreation

- Career and Professional Development Center (CPDC)

- Center for Student Diversity and Inclusion

- Cohon University Center

- Counseling & Psychological Services (CaPS)

- Dining Services

- Office of Community Standards and Integrity (OCSI)

- Office of Student Leadership, Involvement, and Civic Engagement (SLICE)

- University Health Services (UHS)

- Wellness Initiatives

Center for Student Diversity & Inclusion

`https://www.cmu.edu/student-diversity/`

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

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

- First generation/first in family to attend college programs

- LGBTQ+ Initiatives

- Race and ethnically focused programs, including Inter-University Graduate Students of Color Series (SOC) and PhD SOC Network

- Women's empowerment programs, including Graduate Women's Gatherings (GWGs)

Assistance for Individuals with Disabilities

https://www.cmu.edu/disability-resources/

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

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

Eberly Center for Teaching Excellence & Educational Innovation

https://www.cmu.edu/teaching/

The Eberly Center offers 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, Eberly's goal is to disseminate evidence-based teaching strategies in ways that are accessible and actionable. Programs and services include campus-wide Graduate Student Instructor Orientation events and our Future Faculty Program, both of which are designed to help participants be effective and efficient in their teaching roles. The Eberly Center also assists departments in creating and conducting customized programs to meet the specific needs of their graduate student instructors. Specific information about Eberly Center support for graduate students is found at:

https://www.cmu.edu/teaching/graduatestudentsupport/

Graduate Student Assembly

https://www.cmu.edu/stugov/gsa/

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. GSA's recent accomplishments are a testament to their 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. GSA also maintains a website of graduate student resources on and off-campus. GSA continues to rely on student feedback to improve the graduate student experience at CMU. Feel free to contact them at gsa@cmu.edu to get involved, stop by their office in the Cohon University Center Room 304 or become a representative for your department.

Office of International Education (OIE)

https://www.cmu.edu/oie/

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

Veterans and Military Community

https://www.cmu.edu/veterans/

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

Carnegie Mellon Ethics Hotline

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

The health, safety and well-being of the university community are top priorities at Carnegie Mellon University. CMU provides a hotline that all members of the university community should use to confidentially report suspected unethical activity, violations of university policy, or violations of law. Students, faculty and staff can anonymously file a report by calling 1-844-587-0793 or visiting https://cmu.ethicspoint.com/. All submissions are reported to appropriate university personnel and handled discreetly.

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

Policy Against Retaliation

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

Additional details regarding the Policy Against Retaliation are available at:

https://www.cmu.edu/policies/administrative-and-governance/whistleblower.html

Key Offices for Academic & Research Support

Computing and Information Resources

https://www.cmu.edu/computing/

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

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

Student Academic Success Center

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

The Student Academic Success Center's (SASC) work to support success focuses on creating spaces for students to engage in their coursework and approach to learning through many group and individual program options. SASC supports student success by providing academic coaching, subject-specific

tutoring, effective communication strategies, accommodations for students with disabilities, and language support for multilingual learners. SASC engages with faculty and staff to improve the coordination and professional development for academic advisors. Visit the SASC website for more information about services offered in areas such as communication and language support; language and cross-cultural support; and learning support.

University Libraries

`https://www.library.cmu.edu/`

The University Libraries offers a wide range of information, resources, and services supporting graduate students in coursework, research, teaching, and publishing. The library licenses and purchases books, journals, media, and other needed materials in various formats. Library liaisons, consultants, and information specialists provide in-depth and professional assistance and advice in all-things information, including:

- Locating and obtaining specific resources
- Providing specialized research support
- Advanced training in the use and management of data

Sign up for workshops and hands-on topic-specific sessions such as data visualization with Tableau, cleaning data with OpenRefine, and getting started with Zotero. Weekly drop-in hours for Digital Humanities and for Research Data Research Management are scheduled during the academic year. Start at the library home page to find the books, journals, and databases you need; to identify and reach out to the library liaison in your field; to sign up for scheduled workshops; and to connect with consultants in scholarly publishing, research data management, and digital humanities.

Research at CMU

`https://www.cmu.edu/research/`

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 are found by visiting the Research at Carnegie Mellon website.

Office of Research Integrity & Compliance

`https://www.cmu.edu/research-compliance/`

The Office of Research Integrity & Compliance (ORIC) is designed to support research at Carnegie Mellon University. The staff work with researchers to ensure research is conducted with integrity and in accordance with federal and Pennsylvania regulation.

ORIC assists researchers with human subject research, conflicts of interest, responsible conduct of research, export controls, and institutional animal care & use. ORIC also provides consultation, advice, and review of allegations of research misconduct.

Key Offices for Health, Wellness & Safety

Counseling & Psychological Services

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

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

Health Services

https://www.cmu.edu/HealthServices/

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

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

Campus Wellness

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

At Carnegie Mellon, we believe our individual and collective well-being is rooted in healthy connections to each other and to campus resources. The university provides a

wide variety of wellness, mindfulness and connectedness initiatives and resources designed to help students thrive inside and outside the classroom.

Religious and Spiritual Life Initiatives (RSLI)

https://www.cmu.edu/wellbeing/resources/religious-spiritual/index.html

Carnegie Mellon is committed to the holistic growth of our students, including creating opportunities for spiritual and religious practice and exploration. RSLI has relationships with local houses of worship from various traditions and many of these groups are members of CMU's Council of Religious Advisors. They 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. RSLI staff are available to support students across the spectrum of religious and spiritual practice and would be more than happy to help you make a connection into a community of faith during your time at CMU.

University Police

https://www.cmu.edu/police/

x2323

The University Police Department is located at 4551 Filmore Street. The department's services include police patrols and call response, criminal investigations, fixed officer and foot officer patrols, event security, and crime prevention and education programming as well as bicycle and laptop registration. Visit the department's website for additional information about the staff, emergency phone locations, crime prevention, lost and found, 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. The report also contains 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 x2323. The annual security and fire safety report is also available online at:

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

Shuttle and Escort Services

https://www.cmu.edu/parking/transport/

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

The WORD

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

The WORD is Carnegie Mellon University's online student handbook and serves as the foundation for the department (and sometimes college) handbook. The WORD contains university-wide academic policy information and resources, community policies and resources, and describes the university level procedures used to review possible violations of these standards. It is designed to provide all students with the tools, guidance, and insights to help you achieve your full potential as a member of the Carnegie Mellon community. Graduate students are encouraged to bookmark this site and refer to it often. University policies can also be found in full text at:

https://www.cmu.edu/policies/.