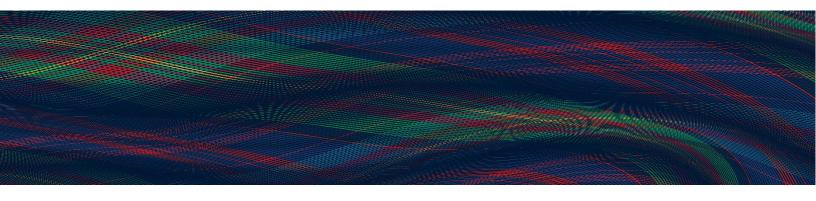# Carnegie Mellon University Pre-College Programs

Student Handbook, Code of Conduct, Policies, and Procedures

INDEX

Important Dates, Arrival, and Departure Information

International Student Arrival: Thursday, June 20, 2024

- International Students requiring an I-20 from Carnegie Mellon University must move into their campus residence halls on Thursday, June 20, 2024, between 9:00 am and 9:00 pm. If your arrival time is outside of this time frame, please contact precollege@andrew.cmu.edu.

- If students are traveling alone, transportation from the airport to campus may be available. Consult the Travel Plans form in the Student Portal for exclusions. Further information regarding shuttle times and transportation to campus will be sent by email before the travel date.

- Travel itineraries must be submitted by May 5, 2024 via the Travel Plans form in the Student Portal. If you do not know your flight information by this date, please contact precollege@andrew.cmu.edu.

- Students who have received an I-20 from Carnegie Mellon University must complete a mandatory immigration check-in on *Friday, June 20, 2024*, to maintain legal status in the U.S.

- Meals will be provided for all early arrival students.

Please Note: Carnegie Mellon University can only issue I-20s to international students who are enrolled in the Summer Session residential program.

Domestic Student Early Arrival: Friday, June 21, 2024

- Students who have extenuating circumstances by which they are unable to arrive on campus between 9:00 am and 1:00 pm on Saturday, June 22, 2024, may apply for early arrival. Students must use the Travel Plans form in the Student Portal to apply. Complete this form by May 5, 2024. We will contact you to confirm approval of your request.

- If students are traveling alone, transportation from the airport to campus may be available. Consult the Travel Plans form in the Student Portal for exclusions. Further information regarding shuttle times and transportation will be sent by email before the travel date.

- Meals will be provided for all early arrival students.

Please Note: It is highly encouraged for domestic students who will be traveling alone to arrive on Friday, June 21, 2024.

Opening Day & Regular Arrival: Saturday, June 22, 2024

- Students are to arrive on campus and move into their residence halls from 9:00 am – 1:00 pm on Saturday, June 22, 2024.

- Specific instructions for Opening Day procedures will be emailed to students before the travel date.

- If students are traveling alone, transportation from the airport to campus may be available. Consult the Travel Plans form in the Student Portal for exclusions. Further information regarding shuttle times and transportation will be sent by email before the travel date.

Please Note: Any students who arrive after 1:00 pm on Saturday, June 22, 2024 will be considered late arrivals. These students must contact precollege@andrew.cmu.edu for approval.

3-Week Departure: Saturday, July 13, 2024

- 3-week students may leave at any time after the conclusion of classes on Friday, July 12, 2024. Students wishing to depart before 5pm must complete an Early Departure Request Form. Contact precollege@andrew.cmu.edu for this document.

- Students must check out with their RAs prior to leaving campus to verify their room has been returned to its original move-in condition. Further information regarding checkout procedures will be given to students one week prior to the move-out date.

- Please contact your academic director to determine when your classes end on Friday, July 12, 2024.

- Buses to the airport will be provided on Saturday, July 13, 2024 for those who are traveling alone and need transportation. Students will need to register for transportation to the airport in the move-out survey. Further information regarding shuttle times and transportation to the airport will be sent by email prior to the move-out date.

- 3-week students must move out of their residence halls by 2:00 pm on Saturday, July 13, 2024.

4-Week Departure: Saturday, July 20, 2024

- 4-week students may leave at any time after the conclusion of classes on Friday, July 19, 2024. Students wishing to depart before 5pm must complete an Early Departure Request Form. Contact precollege@andrew.cmu.edu for this document.

- Students must check out with their RAs prior to leaving campus to verify their room has been returned to its original move-in condition. Further information regarding checkout procedures will be given to students one week prior to the move-out date.

- Please contact your academic director to determine when your classes end on Friday, July 19, 2024.

- Buses to the airport will be provided on Saturday, July 20, 2024 for those who are traveling alone and need transportation. Students will need to register for transportation to the airport in the move-out survey. Further information regarding shuttle times and transportation to the airport will be sent by email prior to the move-out date.

- 4-week students must move out of their residence halls by 2:00 pm on Saturday, July 20, 2024.

5-Week Departure: Saturday, July 27, 2024

- 5-week students may leave at any time after the conclusion of classes on Friday, July 26, 2024. Students wishing to depart before 5pm must complete an Early Departure Request Form. Contact precollege@andrew.cmu.edu for this document.

- Students must check out with their RAs prior to leaving campus to verify their room has been returned to its original move-in condition. Further information regarding checkout procedures will be given to students one week prior to the move-out date.

- Please contact your academic director to determine when your classes end on Friday, July 26, 2024.

- Buses to the airport will be provided on Saturday, July 27, 2024 for those who are traveling alone and need transportation. Students will need to register for transportation to the airport in the move-out survey. Further information regarding shuttle times and transportation to the airport will be sent by email prior to the move-out date.

- 5-week students must move out of their residence halls by 2:00 pm on Saturday, July 27, 2024.

Closing Day: Saturday, August 3, 2024

- 6-week students may leave at any time after the conclusion of classes on Friday, August 2, 2024. Students wishing to depart before 5pm must complete an Early Departure Request Form. Contact precollege@andrew.cmu.edu for this document.

- Students must check out with their RAs prior to leaving campus to verify their room has been returned to its original move-in condition. Further information regarding checkout procedures will be given to students one week prior to the move-out date.

- Please contact your academic director to determine when your classes end on Friday, August 2, 2024.

  o Students of the Summer Session program may have final exams on the last day (Friday, August 2, 2024) of the program, so please plan to coordinate your travel home on Saturday, August 3, 2024.

- Buses to the airport will be provided on Saturday, August 3, 2024 for those who are traveling alone and need transportation. Students will need to register for transportation to the airport in the move-out survey. Further information regarding shuttle times and transportation to the airport will be sent by email prior to the move-out date.

- All students must move out of their residence halls by 2:00 pm on Saturday, August 3, 2024.

Please note:

- *No exceptions will be made for late check-out on move-out days.*

- Rooms must be cleared of all belongings, including disposing of all trash and recycling. Students are responsible for taking home any items that are brought to campus. We will not be able to store items or luggage to be picked up at a later time.

- At the end of the program, students are required to return their assigned rooms to their original state. During the checkout process, a staff member will assess the condition and cleanliness of the room before a student's departure. Any excessive damages or garbage/items left behind will be billed to the student's account and will result in a delay of releasing student transcripts or program evaluations.

Transportation to and from Campus

Pittsburgh is accessible by ground, rail, or air transportation. Please find resources for the main transportation services within the city below:

Pittsburgh International Airport
PIT Airport website
Phone: (412) 472-3525
Location: 1000 Airport Blvd., Pittsburgh, PA 15231

Greyhound Bus System
Greyhound website
Station Phone: (412) 392-6514
Location: 55 11th St., Pittsburgh, PA 15222

Amtrak Train (Union Station)
Amtrak website
Station Phone: (412) 471-6172
Location: 1100 Liberty Ave., Pittsburgh, PA 15222

Pittsburgh Regional Transit (PRT) - Pittsburgh Bus System
PRT Website
Phone Number: (412) 442-2000
Location: 623 Smithfield St., Pittsburgh, PA 15222

The 28X Bus Line will get you to and from Pittsburgh International (PIT) Airport and campus. You can find the 28X schedule here.

Local Accommodations

If you and those you are traveling with will be residing in the Pittsburgh area overnight, there are many hotels that are a short distance from campus. You can find more information using the link provided below.

Please Note: Any student who is under the age of 18 is not permitted to stay in a hotel without a parent or legal guardian in the state of Pennsylvania.

CMU Local Accommodation Recommendations

Student Mail and Shipping Belongings in Advance for Arrival & Departure

Student Mail

All U.S. Postal Services mail and all packages (UPS, FedEx, and local deliveries) must be addressed as follows:

Student's Full Name
Pre-College Programs
SMC #7361
5032 Forbes Ave.
Pittsburgh, PA 15289

All letters and packages are delivered to the Package Pickup Center located in the lower level of the Cohon University Center. It is the responsibility of each student to check their mail regularly. ***Deliveries will not be accepted at the residence hall front desks.***

The Post Office on campus is located in the lower level of the Cohon University Center. It is a full-service Post Office where students can purchase stamps, envelopes, or boxes, and mail items. The Post Office has limited hours during the summer. Please check the postal services website for their hours.

Shipping Belongings Prior to Arrival

For your convenience, students may ship their belongings in advance using the address above. Upon arrival, you will need to pick up your package(s) at the Package Pick-up Center located in the lower level of the Cohon University Center.

The campus Post Office will be accepting Pre-College Programs student packages starting **2 weeks before Opening Day**. *It is important that you do not send packages before this date, as we do not have the space to store them.*

Shipping Belongings Prior to Departure

Students may wish to ship their belongings home prior to their departure from campus. They may do so by visiting the Post Office in the lower level of the Cohon University Center. As noted previously, the Post Office has limited hours during the summer, so please decide in advance if shipping belongings back home.

Please Note: The campus post office will be closed on July 4, 2024, in observance of the holiday.

CMU ID Card Information

Your CMU ID card gives you access to many different services including:

- Housing – ID is used as the electronic key to your room and your residence hall.
- Dining – Dining access is loaded onto the ID card.
- Transportation
- Pre-College Arts Pass
- Campus Recreational Facilities
- Campus Libraries
- Printing and Copying

If a student locks themselves out of their room, they must follow the procedure to unlock their room with the smartphone app (instructions upon arrival) or they must contact the on-call lock-out number which they will receive upon arrival.

In the event a student loses their ID card, it should be immediately reported via Student Information Online (SIO). To obtain a new ID card, they should visit the Hub located in the lower level of Warner Hall. The cost of a new ID card is $50. Please visit the Hub website for hours of operation. After hours, students should visit the summer housing office in Stever House for a temporary key.

Residential Life Information

Housing

Pre-College Programs offers two types of housing: single-gender floors or gender-inclusive floors. Students will choose their housing preference in the Student Portal after they've been admitted.

All residential students will live in a residence hall that is typically used for first-year undergraduate student housing. Most students will live in a double room with a roommate. Some residence halls have triple and quad rooms that will also be used during the program. The rooms are furnished with twin extra-long beds, chests of drawers, desks with chairs, closets, and wastebaskets. ***Pillows, sheets, and fans are not supplied.***

If you believe you need a special accommodation, please contact us at 412-268-5914 or pclife@andrew.cmu.edu so that we may discuss your request in advance of arrival.

Special Housing Needs

Special housing requests are subject to recommendation by University Disability Resources based on medical documentation and availability of accommodation. If you have a medical need requiring special housing accommodations, please complete the Learning Content within the Student Portal to disclose this information. University Disability Resources will not issue a recommendation without your completing this process. Requests received after room assignments are issued may not be honored due to decreased availability.

Microfridges

Refrigerator/microwaves (combined) are available for rental. Students will be required to place their rental orders prior to their arrival. Since roommate assignments will be released in advance, we encourage students to contact their roommate to determine if they would like to share the cost of renting a unit. Detailed instructions will be provided to students when it is closer to the start of the program.

Roommates

Roommates are assigned based on housing preferences and program of study. The floors will be comprised of students in all academic programs, giving students the opportunity to meet individuals from other programs. Roommate assignments and information will be released prior to students' arrival on campus via Carnegie Mellon University Google email.

Laundry

Washers and dryers are available in each of the summer residence halls at no charge. Students are expected to remove items from washers and dryers in a timely manner in order to accommodate the needs of others. *Students must bring detergent and any other laundry supplies they plan to use.*

Maintenance

All room and maintenance issues must be reported by submitting a maintenance request. In some instances, maintenance personnel may need to enter student rooms to attend to current concerns or perform repairs. Rooms will be inspected regularly during the program by Housing personnel.

Residency Status Change

If you wish to make a change to your residency status, such as changing from a resident to a commuter, please contact the Office of Pre-College Programs at 412-268-5914. *Please Note: Only students who have (and whose parent(s)/legal guardian(s) have) a permanent address in the Pittsburgh area are permitted to enroll as commuter students. This option does not apply to students in AI Scholars, Computer Science Scholars, or Summer Academy for Math and Science. Also note that changing from commuter to resident status is dependent on availability of space.*

Residential Staff

The residential staff are current CMU undergraduate or graduate students, who take on the roles of Residential Advisors (RAs) and Community Advisors (CAs).

The residential staff are responsible for creating community, shaping the lived experience, and the care and well-being of the students. RAs and CAs live in the residence halls and are available to respond to students 24 hours a day. The residential staff will be proactive in building community by hosting activities, as well as ensuring safety measures by enforcing curfew and all other policies. Since all RAs and CAs are current Carnegie Mellon students, they can also serve as mentors to the students and provide an authentic CMU experience.

Residential staff are selected through an intensive application and interview process. All residential staff are compliant with PA Act 153 which requires a PA Criminal History, PA Child Abuse, and FBI Background check. The summer residential staff also receive intensive training before the arrival of the students.

Expectations

We expect the students to live independently, much like they would in their first year of college.

Residential staff will provide support to students; however, we expect students to be able to self-advocate and take care of their own basic needs. If parents or guardians have concerns about their student's ability to live independently and self-advocate, please contact 412-268-5914 or pclife@andrew.cmu.edu to discuss their viability in the program.

<h2 style="text-align:center; color:red;">Dining Services</h2>

Residential student meal plans are designed to provide breakfast, lunch, and dinner on Monday through Friday. Brunch and dinner are provided on Saturday and Sunday. **Note:, July 4, 2024 will be brunch and dinner at Resnik Café.** The main dining hall is located in Resnik House in the Resnik Café. Students will use their weekend (Saturday and Sunday) meal blocks (brunch and dinner) at Resnik Café. The weekday (Monday through Friday) meal blocks (breakfast, lunch, and dinner) can be used at Resnik **or** any other dining venue on campus. These weekday meal blocks are referred to as "traveling meals." In addition, residential students are provided with $14 DineExtra funds per week that can be used at all dining venues on campus including Entropy (the campus convenience store) and Scotty's Market (the campus grocery store). *These funds expire at the end of each week*. (The week runs Sunday through Saturday.)

Commuter student meal plans provide $14 DineExtra funds per day Monday through Friday, equivalent to $70 per week. The full value of $70 is available for use each Monday and any remaining funds in the account will expire on a weekly basis (the following Saturday at midnight).

The Resnik Café hours are as follows (hours are subject to change):

Monday-Friday	**Saturday and Sunday**
Breakfast 7 – 10 a.m.	Brunch 9:30 a.m. – 2 p.m.
Lunch 11 a.m. – 2 p.m.	Dinner 5 – 8:30 p.m.
Dinner 5 – 8:30 p.m.	

Pre-College Menu Overview

Dining Services is committed to offering fresh and healthy food. They aim to deliver smart food choices and exciting variety that will satisfy your palate every day at each of their locations. At the Resnik Café the offerings include hot entrees, a deli bar, and a fresh salad bar. The Café menu has been developed especially for you by our culinary staff and includes vegetarian, vegan, and other items as referenced below:

- At least one vegetarian option that includes a vegetable or fruit component
- Fresh seasonal fruits, particularly those with higher fiber
- Fresh seasonal vegetables, including raw vegetable salads
- Reduced fat and fat-free dressings

- A variety of lower fat and enriched grain products
- Whole grain bread alternatives
- Low-fat and fat-free milk or equivalent milk substitutes
- Special dietary restrictions are accommodated

Special Dining Accommodations

For students who have special dining accommodation needs/requests, please complete the appropriate questions on the Dining form in the Student Portal. You may also contact Dining Services for consultation and coordination.

Events, Activities & Trips

Students in Pre-College Programs have the opportunity to partake in many different events and activities throughout their time at the university - these events are optional. Students can learn more about clubs and other activities on campus through their Residential Advisors once they arrive on campus. Pre-College students can also use their CMU ID cards to access many Pittsburgh attractions like museums for free with the Arts Pass program. Each location offers unique insights into interests, perspectives, and the culture of Southwestern Pennsylvania.

Ticketed Events and Trips

Opportunities for optional ticketed trips are offered to students during their time on campus. Tickets must be reserved and purchased before the trip. *Please Note: Students must ride provided transportation to and from these events*.

Tickets are reserved on a first-come, first-served basis. *We are unable to issue cancellations or refunds for tickets purchased*. Further information on purchasing tickets and specific trips will be available to students in June via an email from the Assistant Director of Pre-College Student Affairs.

Please Note: While we believe that the outside-of-the-classroom experience is important, keep in mind that academic responsibilities take precedence.

Absence From Campus Request

An Absence From Campus (AFC) Request is required to be submitted online each time a student wants to leave campus in any of the following circumstances:

- For an extended period that is ***over 4 hours***.
- Overnight
- In a private vehicle (i.e., a vehicle not affiliated with Pre-College Programs)

Absence From Campus Procedure:

1. The Absence From Campus Request must be completed **at least 48 hours** in advance of a student's planned departure.

2. Once the request has been submitted, a residential staff member will contact the student's parent/guardian by telephone to verify the proposed absence. **If the student's parent/guardian is not reachable, the absence will not be approved.**

3. Upon confirmation of the absence, the student will be notified by a residential staff member that the absence request has been approved.

Absence From Campus Policies:

- In the event of an emergency or for any AFC Request submitted less than 48 hours in advance, verification and approval by the Assistant Director for Pre-College Student Affairs will be required.

- This request may not be used as a method to be late for curfew. ***Students may not enter or exit the residential buildings during curfew hours. There are no exceptions to this policy.***

- The supervising adult listed on the AFC Request must be someone who is at least 21 years or older and has been authorized by the student's parent/guardian.

- If a student's parent/guardian does not answer the verification call from our residential staff or does not approve the absence, **the request will be denied.**

- If a student has a medical emergency during curfew hours, the Pre-College staff will accompany them to the appropriate medical facility and an AFC Request is not required.

- If a student misses class, it will be their responsibility to contact their academic director and instructors to coordinate making up any work that will be missed.

Frequently Asked Questions:

When should I submit an AFC Request?
Requests should be submitted at least 48 hours prior to leaving campus. This gives our staff ample opportunity to review the requests, reach out to parents/guardians, make any approvals or rejections, and send confirmations. *Please Note: Any requests that are submitted late and are not an emergency situation may not be approved.*

Can I tell my RA/CA or teacher that I will be absent, but not submit an AFC Request?
No. All students are required to submit an AFC Request to ensure their safety and that all proper parties know that they will not be on campus. Any student that leaves campus without submitting an AFC Request and/or without having an AFC Request approved will be subject to disciplinary action. Students are responsible for contacting their teachers and making up any missed work.

Can my parents call the school instead of me submitting an AFC Request?
No. We need a completed AFC Request to approve the absence. Parents/guardians will be called to confirm the request for the absence.

My parents are coming for the weekend. Do I need an AFC Request to leave campus with them?
Yes. The need for advanced permission applies to anyone (including the student's parents/guardians and other family members) who will accompany the student off-campus for an extended period of time or who will transport the student in a private vehicle. This is our only way to keep track of which students to expect on campus and at curfew check-ins.

Can someone other than my parents/guardians approve my AFC Request?
No. Only parents/guardians who are legally responsible for the student and are listed on the Emergency Contacts enrollment form can approve an AFC Request.

Who should I follow up with on my AFC Request?
If a student has not gotten confirmation on their AFC Request, they should reach out to their dorm's Community Advisor (CA) for further information and/or instruction.

If I need to leave campus on a regular basis (e.g., weekly doctor appointment), do I need to submit the AFC Request every time?
Yes. A separate AFC Request is required for each absence. Blanket permission requests are **not acceptable**.

My family will be here all weekend. Do I need a separate AFC Request each time I leave with them?
Yes. A separate AFC Request is required for each absence. Blanket permission requests are **not acceptable**.

A family member of mine lives in Pittsburgh. Do I need an AFC Request if they are driving me somewhere (e.g., doctor's appointment, dinner)?
Yes. An AFC Request is required for each absence including riding in a private vehicle.

Someone under 21 is driving through Pittsburgh. Can they pick me up to go off-campus?
No. The person who accompanies the student off-campus or transports the student in a private vehicle must be a responsible adult who is at least 21 years old.

Computing

Computing Services Help Center

Computing Services consultants are available to help you set your Andrew account password and resolve IT issues.

Andrew Account

Your Andrew account is your gateway to the computing environment at Carnegie Mellon. Your account gives you access to email, software downloads, file storage, and other resources. Keep your login information handy - you will use it often.

If you have lost your Andrew userID, you can look it up in the CMU directory. If you have lost your password, please contact Computing Services.

CMU Google Mail

Official Carnegie Mellon email is sent to your CMU Google mail address (your Andrew userID followed by @andrew.cmu.edu). Use your Andrew userID and password to access your email. **Please check your CMU email at least once a day.**

Computer Labs

There are more than 25 computer labs across campus. Each location has Windows, Mac, or Linux computers, as

well as printers and software for students' use. Students will receive a printing balance that will allow them to print on campus. More information on how to print on campus can be found here.

Personal Computers

Before you decide to bring your personal computer to campus, please confirm that Computing Services supports your operating system. Check with your academic program for any requirements and to determine if bringing a personal computer is necessary. For more information and help with connecting to the wireless network on campus, visit the Computing Services website.

Computer Sales at the University Bookstore

Computer Sales offers a variety of computers, other hardware, and software to the Carnegie Mellon campus community. Their primary goal is to meet any computing needs with the best possible price and products. Pre-College students are eligible to purchase Adobe products. Microsoft products are not available for purchase by Pre-College students; however, students may access Microsoft and other academic software in the computer labs and remotely through Virtual Andrew.

The University Bookstore is not open on the weekends during the summer; however, the store will have limited hours during Opening Weekend. Please visit the University Bookstore website for current store hours.

Emergencies and Losses

The CMU Police Department includes sworn police officers, security officers, dispatchers, transportation drivers, and business administrators. The department operates 24 hours a day and provides campus patrols on foot, by car and bicycle, and other services to ensure the safety and well-being of persons and property in the university community.

Carnegie Mellon's annual Campus Security Report includes the statistics for the previous three years.

We are always focused on protecting our students and their personal possessions. The following are a few suggestions from the Carnegie Mellon Police Department:

- Report all crimes, personal injuries, and accidents immediately to **University Police at 412-268-2323.** University Police also provides emergency first aid assistance.

- Report persons who you may believe are unauthorized on campus, such as individuals observed going from room to room, asking for fictitious people, etc. Call University Police immediately so officers can be sent to identify these persons.

- Report losses as soon as possible, even if you feel the possibility of recovery is remote. University Police cannot investigate what is not reported, and more importantly, incidents which are ignored increase the possibility of recurrence by encouraging a "thief" to return. University Police generally do not take reports concerning losses or thefts more than 72 hours after the crime has occurred, if the crime occurs off campus or out of the country when a victim is on official university business or travel, or purely "for insurance purposes" to aid in filing a claim with an insurance company.

- Report losses of keys immediately. Many reported thefts indicate no forced entry and a locked door condition at the time of occurrence.

- Report conditions you believe may be a fire or safety hazard (e.g., improper storage of flammable material, poorly lit areas, unsafe walkways, blocked stairwells, lack of fire extinguishers, water leaks, faulty electrical outlets, lights out or malfunctioning, etc.).

Losses

Students are responsible for their own personal property. Carnegie Mellon does not accept responsibility for the personal property of students or student groups. Students are strongly advised not to bring items of value to campus. Doors are to be kept locked at all times for the student's protection. Make it a practice to:

- Lock your rooms when you leave, even for a few minutes.

- Keep room keys/IDs on your person or securely stored.

- Take your purse, backpack, or wallet with you. Persons who commit acts of theft or burglary know where valuables are commonly stored. These items are not safe in a desk, drawer, or bookcase.

- Keep valuables with you or in constant view. Public places experience a high rate of theft (libraries, cafeterias, restrooms, unlocked school buildings/classrooms). It is recommended that you carry as little cash as necessary. It is also recommended that you bring a lock box to keep in your room to lock up any extra cash or valuables that you may bring.

- Keep expensive calculators and other items of value in a safe place when not in use. Never leave a purse, backpack, or laptop computer unattended for even a moment while going to a different classroom, using the restroom, copier, or vending machine.

- Carnegie Mellon does not accept responsibility for items left behind in residence halls at the end of the program.

- Walk in well-lit areas after dark. Try to always be in the company of others whenever possible. Take advantage of the Shuttle and Escort systems after dark.

- Do not take "shortcuts" by using side streets, parking lots, or other secluded areas. Use the most commonly traveled sidewalks and streets.

- Be aware of individuals approaching you and your surroundings. If something doesn't seem right, call CMU Police at 412-268-2323. CMU Police Department Website

Emergency Medical Procedures

In the event of illness or injury that occurs during regular business hours, students can contact Carnegie Mellon University Health Services (UHS). Please refer to the website for open hours.

If a medical problem occurs when University Health Services is closed, students should call the University Health Services on-call service. For immediate medical attention, students can call CMU Police at 412-268-2323. If needed, students will be taken to one of the UPMC local emergency rooms or UPMC Urgent Care/MedExpress. *In case of an emergency involving a Pre-College student, the primary parent/guardian will be contacted as soon as possible.*

All accidents must be reported to Pre-College Programs Student Affairs. To make a report or for more information, contact 412-552-3118 or email pclife@andrew.cmu.edu

Emergency Response

Carnegie Mellon University's Emergency Operations Program, through the Environmental Health and Safety department, is designed to maximize human safety and preserve property, minimize danger, restore normal operations of the university, and assure responsive communication to all appropriate parties. This program is also intended to ensure compliance with applicable local, state, and federal regulations and cooperation with relevant public bodies charged with disaster control.

Within this program are safety advisories for the general campus, the university's formal Emergency Operations Plan, the emergency communication system, the locations of all emergency telephones and Automated External Defibrillators (AEDs), and information for Floor Marshals.

The Emergency Operations Plan may be activated in the event of local, regional, or national emergencies. It applies to all units of the university and provides the basic framework for critical incident preparedness.

Emergency Alert

All Pre-College students will be automatically registered in the CMU ALERT system. Please be sure that the phone number in Student Information Online (SIO) is the cell phone number **of the Pre-College student**, not the parent/guardian. If the phone number is incorrect, please update it in SIO. Campus emergency alert messages will be sent to the phone number on file with instructions in the event of an emergency.

Health and Wellbeing

All students may schedule an appointment to see a health care provider (doctor, nurse practitioner, or registered nurse) during University Health Services' office hours. When University Health Services is closed, and for cases requiring hospital-level care, treatment will be provided at the Shadyside MedExpress OR the emergency room of UPMC Children's Hospital of Pittsburgh, UPMC Shadyside, or UPMC Presbyterian Hospitals (treatment facility will depend on the acuity of symptoms and/or insurance carrier).

Counseling and Psychological Services (CaPS) provides free, confidential mental health services to Pre-College students, including urgent care appointments and referrals for on-going care.

Health Insurance
Carnegie Mellon University requires all students to carry health insurance that covers emergency care for both inpatient & outpatient medical care.

Resources
For students who do not currently have emergency care coverage, please purchase a short-term policy for the duration of time that you will be in Pre-College Programs. Feel free to search the internet for possible short-term emergency health care plans. Some possible resources are listed below.

*Samples of short-term insurance policies that may be purchased for the duration of Pre-College Programs includes the following (Please note that these are mere **samples** of the type of insurance and are **not endorsed by CMU nor affiliated with CMU in any way.**):*

International Students: If you do not currently have health insurance that covers emergency care for both inpatient and outpatient medical care while you are in the United States, please refer to Visitors Coverage or Trawick International for short-term coverage. **This insurance is not endorsed by nor affiliated with CMU.**

All other students: If you do not currently have health insurance that covers emergency care for both inpatient and outpatient medical care while you are participating in Pre-College Programs, please refer to eHealth for short-term coverage. **This insurance is not endorsed by nor affiliated with CMU.**

*Please Note: Any charges incurred with University Health Services on or before August 2, 2024 may be charged via the student account, cash, check or credit card. Charges incurred after August 2, 2024 may be paid with cash, check, or credit card.

Pre-College Programs: Code of Conduct, Policies, and Procedures

Carnegie Mellon seeks to provide education of the highest quality so that all students will be prepared to achieve their potential as professionals and as thoughtful, well-informed individuals. In addition, the university encourages and supports scholarship, research, and artistic production, both as essential components of its educational program and in fulfillment of the special role of an academic institution as a source of new knowledge and understanding. As a private university, Carnegie Mellon is free to set its own measures of excellence and to determine its own objectives.

Pre-College students at Carnegie Mellon are engaged in preparation for the academic study of the highest standards. To assure the validity of the learning experience, the university establishes clear standards for student work and life. The policies set forth by the university exist to serve as a guide for each student to ensure the proper atmosphere necessary for academic and social development.

The following are groups of violations that constitute misconduct for which members of the Pre-College community may be held accountable. This list references policies that may be outlined in greater detail in this document or other campus resources. It should be understood the university is not limited by this list nor by other published policies when it initiates student conduct actions since it is not possible to anticipate all the behavior of the population. Further, any violation of university policy or applicable laws necessarily violates community standards. The university reserves the right to review off-campus incidents involving Pre-College students to determine if a violation of community standards has occurred and whether resolution through the student conduct process is warranted.

Integrity and Academics

Pre-College students at Carnegie Mellon are members of an academic community dedicated to the achievement of excellence. Therefore, students are expected to meet the highest standards of conduct. Failure to meet the expectations of high standards of integrity will be addressed through the Pre-College student conduct process.

Examples of violations of community standards in relation to integrity include, but are not limited to:

- Cheating, plagiarism, or inappropriate collaboration
- Destruction of another person's work, specifically through the use of computer facilities
- Reverse engineering software or hardware without permission of the intellectual property owner
- Falsification of data
- Altering or misuse of university documents
- Invasion of or accessing personal files or a computer account other than one's own
- Misuse of computer facilities
- Violation of copyright laws including computing or Web-related documentation
- Violation of the Carnegie Mellon University Computing Policy
- Other acts that compromise the integrity of the academic process
- Theft
- Violation of the Pre-College Code of Conduct or the Carnegie Mellon Code
- Providing false information to a university official
- Intentional misrepresentation of another individual through electronic communication or any other means

Carnegie Mellon University Policies on Integrity and Academics

In addition to this Pre-College Code of Conduct, the following Carnegie Mellon University standards, policies and procedures also apply:
- Academic Integrity Policy: Please note, for Pre-College students, the procedures for handling violations of academic integrity will differ from the Undergraduate and Graduate students' process. All violations will be investigated, and an administrative summary decision will be made regarding appropriate disciplinary sanctions for the student which may include expulsion.
- Computing Policy
- Concessions, Solicitations, Lotteries, and Raffles
- Fair Use

- [Freedom of Expression Policy](#)
- [Licensing and Trademark](#)
- [Make up of Absence from Class Due to Illness](#) - Please note: Pre-College students must notify their academic department directly and notify their RA or other representative from Pre-College Student Affairs if they are ill and cannot attend class.
- [Political Activities](#)
- [Publications](#)
- [Separation of the Individual's and Institution's Interests](#)
- [Student Privacy Rights](#)
- [Trademarks – Use of Carnegie Mellon](#)
- [Unauthorized Possession of Keys](#)
- [Utility Lines and Building Alterations](#)

Pre-College Policies on Integrity and Academics

1. **Attendance and Participation**

   Students are expected to fulfill all the requirements of the academic program in which they are enrolled, including, without limitation: attending and participating in all classes; completing all assigned coursework, homework, projects, exams; and any other program requirements. Students who fail to attend class and/or to meet program requirements without explicit approval from their academic program directors may face an academic expulsion (there are no refunds for academic expulsions). If students have a legitimate circumstance, illness, or emergency that affects their ability to attend class or fulfill the requirements of the program, they must give notice to the academic program directors as soon as reasonably possible. If extended absences are needed due to illness, students will need to contact the Office of Disability Resources to request accommodations. Only approved accommodations will be honored.

2. **Grading Policy (Pre-College Summer Session only)**

   Each instructor will announce their grading policy in their course syllabus for determining letter grades (A, B, C, D, and R, with no + or – grades) based on student performance. Pre-College Summer Session courses cannot be taken on an Audit or Pass/Fail basis, nor are Incomplete grades possible. At the end of the program, instructors will submit all grades to the University Registrar. The University Registrar will only retain A and B grades on students' permanent record via the official Carnegie Mellon transcript of grades. No C, D, nor R grades will be recorded. It will be possible to have C grades officially recorded on a student's Carnegie Mellon transcript, but a request to do this must be made by the student to the University Registrar. A grade of C is generally an "average" grade for a course and is considered a passing grade. The C grade will count for academic credit at Carnegie Mellon but may be eligible for external transfer credit depending on the policy of other institutions. This Pre-College Summer Session grade forgiveness policy is not the normal grading policy for undergraduate Carnegie Mellon students, but rather a special policy for the Pre-College students seeking to test their backgrounds and skills in challenging university courses without the penalty of failure or low grades.

   Students must attend and participate fully in class on a regular basis, meeting the faculty member's standard for student engagement. Otherwise, the option to remove low grades from the official academic transcript will not apply.

   Students will receive their transcript or evaluation approximately 5-6 weeks after the program ends. An official Carnegie Mellon transcript of grades with A and B grades (C also if requested) recorded will be sent to you. Additional copies of transcripts may be ordered from The HUB at the standard fee structure.

   Students that wish to exclude/include grades from their official academic record will need to take that action by October 31. They can send an email to cmuregistrar@andrew.cmu.edu from their own email account requesting that the grade be removed or added back on. The request needs to come from the student directly and not from a

parent or guardian. In the email, they need to provide their name, date of birth, and the course for which they would like to have the grade altered.

Please note: Non-Summer Session programs providing an evaluation (AI Scholars, Architecture, Art, Computational Biology, Computer Science Scholars, Design, Drama, Music, NHSGA, Summer Academy for Math and Science, and Writing & Culture) will be sent approximately eight weeks after the program ends.

3. Financial Obligations

Tuition must be paid in full by May 5. Enrollment will be canceled for any student who does not submit the full payment by May 5. Payments may be made by visiting the SIO (Student Information Online) website.

Welfare of Others

Carnegie Mellon University and Pre-College Programs holds as its highest priority the welfare of its community members. Any behavior that places individuals in any kind of risk will be addressed through the Pre-College student conduct process. The sanctions resulting from this type of behavior may be severe.

Examples of violations of community standards in relation to the welfare of others include, but are not limited to:

- Assault
- Tampering with or alternating of life support systems
- Harassment, including discriminatory harassment
- Unreasonable noise
- Disrupting/interfering with University tours or other University-sponsored events
- Violation of the Carnegie Mellon University Policy against Sexual Harassment and Sexual Assault
- Violation of the Carnegie Mellon University policy on HIV/AIDS
- Violation of the Carnegie Mellon University policy on hazing
- Hosting a disorderly event
- Endangering the welfare of others
- Dating Violence
- Domestic Violence
- Stalking
- Violation of a No Contact Agreement or No Contact Order

Carnegie Mellon University Policies on Welfare of Others

In addition to this Pre-College Code of Conduct, the following Carnegie Mellon University standards, policies and procedures also apply:

- Hazing
- No Contact Agreements/No Contact Orders
- Noise
- Policy Against Retaliation
- Workplace Threats & Violence

Pre-College Policies on Welfare of Others

1. Bullying

A Pre-College student is expected to conduct him/her/themself in a mature, responsible, and thoughtful manner. Disorderly conduct, bullying and any actions or behavior, including threats which harass, endanger, or cause injury to other members of the university community are prohibited and will result in expulsion. This includes phone harassment, electronic harassment, sexual harassment, classroom, residence hall or dining hall disruptions,

and/or excessive noise that results in complaint, and/or failure to observe established quiet hours.

2. Quiet Hours

Quiet hours are to be observed from 10 p.m. to 8 a.m. Sunday through Thursday, and 12 a.m. to 10 a.m. Friday through Saturday. All students must respect the rights of others to work, study, or sleep during those times. Courtesy hours are in effect 24/7.

3. Sexual Harassment and Sexual Assault

Pre-College students are expected to understand and follow the Carnegie Mellon Sexual Harassment and Sexual Assault Policy. This policy will be explained in detail during Pre-College Orientation.

All reports involving sexual harassment or sexual assault will be provided to the Carnegie Mellon Office of Title IX Initiatives. In the event of an incident involving a Pre-College student(s), the process for handling complaints will be through a summary action process as opposed to the University Community Standards process. If child abuse is suspected, the university will report it to the county of jurisdiction consistent with our Policy for the Protection of Children.

Property

The care and upkeep of our campus buildings, grounds and facilities are critical to providing students, faculty and staff with an environment that is conducive to learning. Any behavior that jeopardizes the maintenance of the campus or an individual's property will be addressed through the Pre-College student conduct process.

Examples of violations of community standards in relation to property include, but are not limited to:

- Improper possession of property
- Improper placement of posters/banners
- Trespassing on roofs, parapets, and other non-public areas
- Propping open doors that are kept locked for security purposes
- Unauthorized possession or use of keys or access cards
- Unauthorized tapping into or altering university utility lines
- Irresponsible use of university property or services
- Theft of any kind
- Vandalism
- Willful destruction of, disabling, or damaging computer facilities, equipment or software
- Willful mutilation, destruction, or illegal possession of library materials
- Violation of the Carnegie Mellon University Library Policies
- Violation of the Carnegie Mellon University Housing Services policies

Carnegie Mellon University Policies on Property
In addition to this Pre-College Code of Conduct, the following Carnegie Mellon University standards, policies and procedures also apply:

- Damage to Carnegie Mellon Property
- Inspection of University Spaces
- Library Policies – Please note, Pre-College students must observe Pre-College curfew; therefore, the hours listed in the university policy do not apply.
- Recycling Policy
- Steam Tunnels

Pre-College Policies on Property

1. **Campus Construction**

   There is a significant amount of construction on campus. For the purposes of ensuring the safety of all individuals in the program, students are not permitted on the grounds of any construction site at any time. Any student found on a construction site will be subject to immediate disciplinary action, which may include expulsion from the program.

2. **Residential Access and Accommodations**

   All students residing in the residence halls must occupy their assigned room each night of the program and abide by the established curfew protocols and the Housing and Dining Agreement. Once a student has checked in for curfew, they may not leave their building/floor. AFC Requests may not be utilized for sleeping in another residence hall. Only the main entrance of the building is to be utilized; all other access doors are for emergency use only, unless authorized as part of an accommodation. Utilization of the other exits could result in disciplinary action.

3. **Shared Spaces and Facilities in the Residence Halls**

   Students residing in the residence halls can share common spaces, including kitchen and laundry areas/facilities. Students are required to clean and put away dishes immediately after use. Food that belongs to others should not be used or taken without permission. Students are required to do their own laundry and take their clean laundry right away when it is done. It is the responsibility of all residents to meet the above expectations when living in the residence halls.

4. **Theft/Damages**

   Suspected incidents of theft, damage, and vandalism will be reported to the Carnegie Mellon Police Department. All incidents will be investigated. Students involved with theft, intentional damage or vandalism will be subject to disciplinary action, which may include expulsion from the program.

5. **Trespassing**

   Pre-College students are not permitted in any other residence hall, fraternity/sorority, and/or academic building not affiliated with Pre-College programs for any reason, including social events or visitation. Violations of this policy may lead to disciplinary action, which may include expulsion from the program.

6. **Library**

   All Pre-College students are responsible for any materials that they rent from the library. If an item from the library goes missing or is damaged, it is the responsibility of the Pre-College student to pay any fines associated with the damage/loss. If a Pre-College student does not pay the balance by the end of the program, they will not receive any transcripts or evaluations until they do so.

Health, Safety, and Security

Carnegie Mellon has established basic guidelines that have been approved by students, staff, and faculty. These policies ensure the safe and functional operation of the university. Pre-College students are expected to abide by these policies at all times. Failure to abide by these guidelines will be addressed through the Pre-College student conduct process.

Examples of violations of community standards in relation to health, safety, and security include, but are not limited to:

- Harboring of pets
- Failure to comply with a request to produce identification
- Violation of the Carnegie Mellon University Smoking Policy
- Disorderly or disruptive behavior
- Failure to comply with a reasonable request of a university official
- Violation of the Pre-College Alcohol and Drug Policy
- Unauthorized use of appliances
- Tampering with or misuse of fire safety equipment
- Failure to evacuate for fire drills and alarms
- Violation of the Carnegie Mellon University Policy on Deadly Weapons
- Unauthorized entry into secured spaces
- Installation of a private locking system
- Violation of the Carnegie Mellon University bicycle/wheeled transportation policy
- The use of pyrotechnics, fireworks or hazardous devices
- Improper storage of chemicals, gasses or hazardous materials
- Violation of the Pre-College Housing Agreement

Carnegie Mellon University Policies on Health, Safety, and Security

In addition to this Pre-College Code of Conduct, the following Carnegie Mellon University standards, policies and procedures also apply:

- AIDS Policy
- Bicycle/Wheeled Transportation Policy
- Deadly Weapons
- Disorderly Conduct
- Drones
- Emergency Response Plan
- Emergency (Temporary) Closing of the University
- Environmental Health and Safety
- Fire Extinguisher & Sprinkler Systems
- On-Campus Emergencies
- Protection of Children in Carnegie Mellon University Programs, Activities, and Facilities
- Riotous & Disorderly Behavior
- Safety Hazards
- University Smoking Policy

Pre-College Policies on Health, Safety, and Security

1. **Absence From Campus**

   Students who will be away from campus overnight or for an extended leave must have an approved Absence From Campus Request, verified by the student's parent or guardian by phone, granting permission for the absence. The Absence From Campus Request must be submitted at least 48 hours in advance of the student's departure from campus. All students must be accompanied by a responsible adult (21 or over) and that person must be named on the Absence From Campus Request and approved by the student's parent or guardian. "Blanket" permission statements, which do not indicate specific dates and times of departure and return, will not

be accepted. Under most circumstances students will not be permitted to leave campus for an overnight stay unless picked up by a parent, guardian, or other responsible adult over the age of 21.

2. Zero-Tolerance Alcohol and Drugs Policy

Students are expected to abide by Commonwealth of Pennsylvania law, which prohibits any person under 21 years of age to possess, purchase, consume, or transport alcoholic beverages. The law also prohibits misrepresenting one's age or using a fake ID card or another's ID card for the purpose of obtaining alcohol. Entering and/or frequenting bars or lounges without a parent or guardian is illegal. Students who possess, purchase, consume, or transport alcohol will likely be immediately expelled. Students in the presence of others possessing, purchasing, consuming, or transporting alcohol may also be expelled.

Students are further expected to abide by Federal and State laws, which prohibits the sale, possession, production, purchase, or use of drugs. Sale, possession, production, purchase, or use of drugs prohibited by Federal and State law will likely result in immediate expulsion. Students in the presence of individuals who are selling, possessing, producing, purchasing, or using drugs may also be expelled. All students are expected to cooperate with the university in any investigation to enforce these rules regarding alcohol and drugs.

Students are not permitted to share medications whether prescription or over the counter. Students are also expected to responsibly self-administer their prescription medication. All medications are required to be secured in a lock box brought from home.

3. Curfew/Sign In

All residential students must be physically present and sign in nightly at their residence hall by 10 p.m. on Sunday through Thursday, and by 11 p.m. on Friday and Saturday evenings. All students are required to stay on their assigned floor within their residence hall during the hours of 11 p.m. – 6:30 a.m. Sunday through Thursday, and 12:00 a.m. - 6:30 a.m. Friday and Saturday. Any student found on another floor, outdoors, in another hall, or anywhere else during these hours will be subject to disciplinary action. Failure to sign in for curfew will result in implementation of a missing-person search and/or disciplinary action. Guests are never permitted in the building during curfew hours. Sleeping in a different dorm room and/or dorm building is not permitted.

Once a student has signed in for the night, they will not be permitted to leave their residence hall under any circumstances, except having an approved Absence From Campus Request or an emergency (see "Absence From Campus Request").

Students and parents / guardians must understand that the practice of signing-in and maintaining curfew helps to ensure student safety. A violation of this practice, regardless of the intention or potential for harm, will thus be considered a most serious violation. No system alone, however, can ensure personal safety. Parents/Guardians should not allow their student(s) to participate in the program if they have any doubts about the student's maturity and responsibility in this regard.

4. Emergency Contact

Every student is expected to designate emergency contacts on the emergency contact information online form for the university to contact in the case of a personal emergency or conduct situations. This form must be completed in full in order to comply with enrollment for Pre-College Programs. In the event of an emergency, injury, illness, conduct issue, or missing student, the first emergency contact will be called. If that person is unavailable, the second will be contacted and so on. Additionally, students are able to submit a confidential contact for notification through the missing student protocol.
This applies even if listed emergency contacts are not the primary caregiver/parent/guardian.

5. Fire Safety Regulations

Fire safety regulations and instructions will be discussed during the first week by a fire safety specialist. Students can also expect a fire drill in both the residence halls and academic buildings. Students are expected to exercise caution at all times and evacuate when fire alarms sound. All Carnegie Mellon University fire alarms are directly tied into the City of Pittsburgh's fire departments. As a result, activating any fire alarm box on campus unnecessarily will result not only in university disciplinary action and/or fine, but will also involve violation of civil law and the legal penalties that go with it. For the purpose of fire safety, items such as candles, incense and open coil appliances are not permitted in the residence halls.

6. **Guests and Visitors**

Guests are not permitted in the residence halls with the exception of family members during move-in or move-out. If family members / guardians plan to assist their student with move-in or move-out, please be aware that only those individuals listed as parents/legal guardians and/or emergency contacts will be permitted to enter the building. Those individuals must show ID and sign in and out each entry and exit. Guests are never permitted in the residence halls during curfew hours (see "Curfew/Sign- In").

Carnegie Mellon undergraduate students not affiliated with Pre-College Programs are not permitted in the Pre-College residence halls.

Pre-College students are permitted to visit other students in their rooms in a manner consistent with the curfew policy. When visiting another Pre-College student in their room, the room door (and the suite door, if applicable) must remain open throughout the visit.

7. **Health Insurance**

Policy Rationale: The cost of healthcare in the United States presents a potentially serious health risk and financial risk to students and their guardians. The absence of adequate health insurance coverage is a barrier to care. As such, Carnegie Mellon requires that Pre-College students carry health insurance while you are participating in Pre-College Programs.

Policy Statement: All Pre-College students are required to carry health insurance that covers emergency care for both inpatient & outpatient medical care. In the absence of adequate health insurance coverage, the student is required to acquire a short-term plan while attending CMU's Pre-College Programs, such as one of the policies below. Pre-College students may also choose any other plan that meets the requirements.

Samples of short-term insurance policies that may be purchased include the following. ***Please note that these are merely samples of the type of insurance and not endorsed by CMU nor affiliated with CMU in any way:***

International students: If you do not currently have health insurance that covers emergency care both for inpatient and outpatient medical care while you are in the United States, please refer to Visitors Coverage or Trawick International for short-term coverage. ***This insurance is not affiliated with Carnegie Mellon University. If copay/deductibles are applied, and/or providers/facilities/services are not covered by the insurance, students will be responsible for the payment at the time of service.***

All other students: If you do not currently have health insurance that covers emergency care both for inpatient and outpatient medical care while you are participating in Pre-College Programs, please refer to eHealth for short term coverage. ***This insurance is not affiliated with Carnegie Mellon University. If copay/deductibles are applied, and/or providers/facilities/services are not covered by the insurance, students will be responsible for the payment at the time of service.***

Failure to maintain continuous coverage will result in mandatory withdrawal from Pre-College Programs.

8. **Housing Assignments and Roommates**

A large part of the university experience is learning to live with a roommate. Pre-College students will typically be housed in a shared living space. Room or roommate changes are not permitted except in extreme circumstances. The Pre-College residential staff is trained in conflict resolution and will help mediate issues, should roommate conflicts arise.

Carnegie Mellon University strives to make on-campus housing an inclusive and welcoming space for all students. Pre-College students who have questions about their housing assignment related to their sex, biological gender, gender identity, gender expression, and/or sexual orientation should contact the Office of Pre-College Programs. Students requesting housing accommodations or services related to a disability should contact the Office of Disability Resources.

9. Mandated Reporting

In accordance with Commonwealth of Pennsylvania law, all school employees and volunteers are required to report any suspected child abuse including sexual harassment and sexual assault.

10. Missing Student Protocol

Any community member may contact the University Police, the Office of Pre-College Programs, or the Office of the Dean of Student Affairs to report concern that a student may be missing. If the report did not originate through University Police, the information will be immediately conveyed to University Police to begin an investigation. In addition, if a Pre-College student does not sign in for curfew, and if the student is unable to be found by telephone or in the immediate residence hall area, the parent(s)/guardian(s) and/or the emergency contacts will be notified immediately and the missing student protocol will be activated. The university will also notify the appropriate local law enforcement agency within 24 hours of the determination that the student is missing.

Students who wish to register a Confidential Contact for notification through the missing student protocol will be given an opportunity to do so once they arrive on campus. Confidential Contact information will be kept confidential and will only be accessible by authorized personnel in furtherance of a missing person investigation.

11. Motor Vehicles

Residential Pre-College students are not permitted to possess any type of motor vehicle on campus. Furthermore, Pre-College students are not permitted to ride in any private vehicle not affiliated with Pre-College Programs, unless an approved Absence From Campus Request is on file. An exception to this policy is that students may ride taxis, rideshare service vehicles, city buses, or vehicles driven by approved staff members associated with Pre-College Programs.

Commuter students are permitted to utilize a motor vehicle only for the purpose of transporting themselves to and from campus. Commuter students are not permitted to drive other Pre-College students. Additionally, Pre-College students who are under the age of 18 are not permitted to ride Spin Scooters that can be found across the city.

Bicycles are permitted (see "Bicycles/Wheeled Transportation").

12. Events/Trips

Pre-College students who signed up for the events/trips organized by the Office of Pre-College Programs are required to report to the meeting location on time. If transportation is involved, students are required to take the transportation arranged by Pre-College Programs both ways. If an event is required for all or a certain group of students, they are expected to attend the event on time and stay for the duration of the event, unless an absence is approved by an administrator ahead of time. Students are expected to follow the rules and meet the requirements/expectations set forth for Pre-College organized events/trips. Refunds for tickets sold for

events/trips are not guaranteed.

13. Pets

Pre-College students are not permitted to have pets or animals in the residence halls at any time. Service animals or emotional support animals are permitted with proper approval for the accommodation from the Office of Disability Resources. All requests for accommodations regarding a service animal or emotional support animal should be submitted to the Office of Disability Resources.

Community Standards Disciplinary Process and Sanctions

A designated Pre-College staff member will respond to violations of community standards. The following forums exist for investigation and resolution of violations:

- Student Affairs Investigation
- Police Investigation
- Title IX Investigation
- Administrative Resolution Meeting with the Office of Pre-College Programs
- Administrative Resolution Meeting with Pre-College academic program directors

For incidents that pose immediate concerns for the safety and welfare of the campus community, during the pendency of student conduct proceedings, the university administration may take summary action or implement interim measures that limit a Pre-College student's ability to be present on campus, engage in coursework, and/or interact with specific members of the university community until resolution is reached.

Conduct Violations

If a student is alleged to be in violation of this code of conduct, policies, and procedures, they will be subject to immediate disciplinary action, up to and including expulsion from Pre-College Programs. Carnegie Mellon handles all disciplinary matters, up to and including required withdrawals and expulsion via summary action by the Office of Pre-College Programs or the relevant academic program director. The disciplinary action will be final and binding. Due to the temporary and short-term nature of our programs, Pre-College students will not be granted the opportunity to appeal a summary action for violations. Parent(s)/guardian(s) will be provided notification of serious violations.

Probation

Students may be put on probation for violating the terms of this code of conduct, policies, and procedures. The probation letter will be sent to the student and their parent(s)/legal guardian(s). A copy of the probation letter will be kept on file in the Office of Pre-College Programs at Carnegie Mellon University. This serves as the final warning to students. If another violation occurs, students will be expelled from Pre-College Programs.

Expulsion

Students may be expelled for violating the terms of this code of conduct, policies, and procedures. Students who are expelled will be sent home at their parent or guardian's expense at the time of their expulsion, and no refunds will be given regardless of reasons of expulsion. Students must depart from the campus within 24 hours of expulsion. Expelled students are not permitted on the Carnegie Mellon campus for any reason without prior written permission from the Office of Pre-College Programs. Students who are expelled at any time will NOT be granted refunds for tuition, housing, dining, and/or activities fees in whole or in part and will not receive evaluations/grades.

Academic Expulsion is the result of poor academic performance, including lack of attendance or work submission, or violation of academic regulations and is imposed by the student's academic program in consultation with the Office of Pre-College Programs..

Disciplinary Expulsion is the result of serious personal misconduct and is imposed by the Office of Pre-College Programs.

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Withdrawal

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Students in Pre-College Programs who wish to withdraw for any reason must contact the Office of Pre-College Programs at precollege@andrew.cmu.edu and complete withdrawal paperwork. Students will not be released without a parent/guardian's signature.

Mandatory Withdrawal: Students may be asked to withdraw from the program based on injury, illness, inadequate insurance coverage, failure to submit required forms and information, lack of attendance/participation, failure to submit academic work, etc.

Refund schedule for Withdrawals:

Date of Withdrawal Request:	Refund amount:
On or Before May 5, 2024	Full Refund, Excluding Enrollment Deposit
May 6 – May 21, 2024	50% of Program Cost
On or after May 22, 2024	No refund given

Please note that students who are expelled will not receive a refund.

Record Retention and Reporting

Records of student conduct proceedings are confidential and are not released without the consent of the current/former student or as otherwise required or authorized by law or court order. With the exceptions as noted below, records of student conduct proceedings are retained for either the period of time required under the federal Clery Act (which in most cases is six to seven years after the date the incident was reported to the university), or three years after final separation of the student from the university, whichever is longer, and then are subsequently destroyed. For purposes of student conduct record checks, information from these records is only provided, with appropriate authorization as necessary, for three years after final separation from the university provided the student has fulfilled all obligations to the university. If a student has not fulfilled all obligations, the file may be maintained indefinitely and reported longer than three years after the student separates from the university. Records of student conduct proceedings resulting in the expulsion of a student will be maintained and reported indefinitely. Case-specific questions regarding timeframes for student conduct records retention and reporting can be directed to the Pre-College Student Affairs Office.

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Student Resources and Important Contact Information

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The Office of Pre-College Programs
412-268-5914
precollege@andrew.cmu.edu

The Office of Pre-College Programs, Student Affairs
412-268-6714
pclife@andrew.cmu.edu

Pre-College Programs 24/7 Help Line *(Active only between June 22, 2024, and August 3, 2024)*
412-552-3118

Pre-College Programs Housing & Dining
412-268-1125
confserv@andrew.cmu.edu

Office for Institutional Equity and Title IX
412-268-7125
insitutionalequity@andrew.cmu.edu

Office of International Education
412-268-5231
oie@andrew.cmu.edu

Carnegie Mellon University Police Department
Emergency: 412-268-2323
Non-Emergency: 412-268-6232
campuspd@andrew.cmu.edu

4551 Filmore Street
Pittsburgh, PA 15213

Hours:
- Sunday – Saturday, 24/7

University Health Services
412-268-2157

Morewood E-Tower, 1st floor (entrance on Forbes Ave.)

Hours:
- Monday - Wednesday, 8:30 am – 7:00 pm
- Thursday, 10:00 am – 7:00 pm
- Saturday. 11:00 am – 3:00 pm
- Closed Sunday

***Closed Daily from 12:00 pm - 12:45 pm for cleaning**

Academic Programs Contact Information

AI Scholars
Natalie Hatcher
412-268-6944
nhatcher@andrew.cmu.edu

Malic Maat
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mmaatwil@andrew.cmu.edu

Architecture
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hbizon@andrew.cmu.edu

Art
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Computational Biology
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412-268-8329
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Computer Science Scholars
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NHSGA
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SAMS
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M. Shernell Smith
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Summer Session
Gillian Ryan
412-268-8515
gryan@andrew.cmu.edu

Writing & Culture
Jeffrey Hinkelman/Amy Stoebe
412-268-2850
writingculture-precollege@andrew.cmu.edu

Student Services

Carnegie Mellon Postal Services
412-268-2929
412-268-5616 (Student Package Pickup Phone)
post-office@andrew.cmu.edu

Hours:
- Monday – Friday, 8:00 am – 5:00 pm

Computing Services
412-268-4357
it-help@cmu.edu

Hours (Office):
- Monday – Friday, 9:00 am – 5:00 pm

Hours (Help):
- Monday – Friday, 7:00 am – 7:00 pm

Counseling and Psychological Services (CaPS)
412-268-2922

Hours:
- Monday – Friday, 8:30 am – 4:30 pm

The HUB
412-268-8186
thehub@andrew.cmu.edu

Hours:
- Monday, Wednesday, and Friday 8:30 am -4:30 pm
- Tuesday and Thursday, 10:30 am - 4:30 pm

CMU ID Cards
412-268-8186
idplus@andrew.cmu.edu

Hours:
- Monday, Wednesday, and Friday 8:30 am -4:30 pm
- Tuesday and Thursday, 10:30 am - 4:30 pm

Disability Resources
412-268-6121
access@andrew.cmu.edu

Hours:
- Monday – Friday, 9:00 am – 5:00 pm

Cohon Center Recreational Facilities
412-268-8551

Hours:
- Monday – Friday, 6:00 am – 10:00 pm
- Saturday and Sunday, 10:00 am – 10:00 pm (subject to change)

Information Desk, Cohon University Center
412-268-2107
cucinfodesk@andrew.cmu.edu

Hours:
- Sunday – Saturday, 8:00 am – 10:00 pm

University Libraries
412-268-2444

Hours (subject to change, current hours):
- Sorrells Engineering & Science Library:
  - Monday – Thursday, 8:00 am – 9:00 pm
  - Friday, 8:00 am – 6:00 pm
  - Saturday and Sunday, 12:00 pm – 5:00 pm

- Hunt Library:
  - Monday – Thursday, 8:00 am – 9:00 pm
  - Friday, 8:00 am – 6:00 pm

- o   Saturday and Sunday, 12:00 pm – 5:00 pm
- Mellon Institute Library:
  - o   Monday – Friday, 8:30 am – 5:00 pm
  - o   Closed Saturday and Sunday

Parking & Transportation
412-268-2052
parking@andrew.cmu.edu

Hours:
- Monday – Thursday, 8:00 am – 3:00 pm
- Friday, 8:00 am – 2:00 pm

Parking in university lots is available for <u>Commuter Students only</u>

University Store & Art Store
University Store: 412-268-1032
Art Store: 412-268-2968
CMUstore@cmu.edu

Hours:
- Monday – Friday, 10:00-5:00
- Saturday, 12:00-4:00
- Sunday, Closed

Entropy+
Cohon University Center (level 1, adjacent to Merson Courtyard)
Summer Hours:
- Monday – Friday, 8:00 am – 5:00 pm
- Saturday and Sunday, TBD

PNC Bank
412-683-7200
Website

Carnegie Mellon University
Pre-College

*This document must be hand-signed vs. electronically. *

Student Handbook, Code of Conduct, Policies, and Procedures Agreement

Students

I have read and understood the Carnegie Mellon Pre-College Policies, Code of Conduct, and Procedures and I agree to abide by all its terms and conditions. I have also read the Student Handbook and understand the policies and procedures therein.

Student's Print Full Name	Student's Signature	Date (mm/dd/yy)

All Parents/Legal Guardians must co-sign below:

As a parent/legal guardian of the student above, I have read and understood the preceding Carnegie Mellon Pre-College Policies, Code of Conduct, and Procedures and I agree that my son/daughter is subject to it.

Parent's / Guardian's Print Name	Parent's / Guardian's Signature	Date (mm/dd/yy)
Parent's / Guardian's Print Name	Parent's / Guardian's Signature	Date (mm/dd/yy)