

<b>Template Color Code</b>
Notes to departments
Newly added and required to be added for compliance reasons
Newly added and encouraged
Changed info since 2021

**Department Name**  
**College Name(s)**

**Academic Year** 2022-2023  
**Graduate Student**  
**Handbook**

**Name of Ph.D. Degree**  
**Program**

**Last revision date (July 19, 2022)**

**Note: The information contained in this graduate handbook template focuses on the resources and locations available at the Carnegie Mellon Pittsburgh Campus. It should be adjusted appropriately for other CMU locations.**

## Table of Contents

**NOTE:** A table of contents with page numbers or scrollable left pane on website should be included in department handbook

Section	Page #
Welcome	
Mission, Vision, Philosophy	
Degrees Offered	
Using the Graduate Student Handbook	
Carnegie Mellon Statement of Assurance	
The Carnegie Mellon Code	
Universities Policies and Expectations	
Academic Calendar	
Departmental Information <ul style="list-style-type: none"> <li>• <i>Departmental Personnel</i></li> <li>• <i>Departmental Resources</i></li> </ul>	
Doctoral Degree Progress and Attainment <ul style="list-style-type: none"> <li>• <i>Policies and Procedures guiding degree attainment</i></li> <li>• <b><i>Standard Degree Requirements &amp; Degree Certification</i></b></li> <li>• <i>Statute of Limitations</i></li> <li>• <i>Residency Requirements and Expected Timeline</i></li> <li>• <i>Registration Process</i></li> </ul>	
Doctoral Degree Requirements <ul style="list-style-type: none"> <li>• <i>Core Courses</i></li> <li>• <i>Total Number of Units</i></li> <li>• <i>Electives</i></li> <li>• <i>Double Counting Courses</i></li> <li>• <i>Courses Outside Department</i></li> <li>• <i>Incompletes</i></li> <li>• <i>Petitioning</i></li> <li>• <i>Add/Drop/Withdraw</i></li> <li>• <i>Make Up Exams</i></li> <li>• <i>Course Waiver Policy</i></li> <li>• <i>Transfer Courses and PCHE</i></li> <li>• <i>Evaluation of Transfer Credit</i></li> <li>• <i>Distance Education</i></li> <li>• <i>Independent Study/Directed Reading</i></li> <li>• <i>Requirements for Outside of Discipline</i></li> <li>• <i>Teaching (if applicable)</i></li> <li>• <i>Research (if applicable)</i></li> <li>• <i>Internship (if applicable)</i></li> </ul>	

<ul style="list-style-type: none"> <li>● <i>Ph.D. Qualifying Exam</i></li> <li>● <i>Advancement to Candidacy</i></li> <li>● <i>Ph.D. Dissertation (if applicable)</i></li> <li>● <i>Other program requirements (if applicable)</i></li> <li>● <i>Master's Degree Enroute to Ph.D.</i></li> <li>● <i>Certification of Degree</i></li> <li>● <i>Leave of Absence</i></li> <li>● <i>Withdrawal of Degree</i></li> <li>● <i>Student-Professor Relationship</i></li> <li>● <i>Advising</i></li> <li>● <i>Review/Redress of Academic Conflict</i></li> <li>● <i>Summary of Graduate Student Appeal and Grievance Procedure</i></li> </ul>	
<p>Grading/Evaluation</p> <ul style="list-style-type: none"> <li>● <i>Grading Scale</i></li> <li>● <i>Retaking Course</i></li> <li>● <i>Pass/Fail, Satisfactory/Unsatisfactory</i></li> <li>● <i>University Policy on Grades</i></li> <li>● <i>Appealing Grades</i></li> <li>● <i>Grades for Transfer Courses</i></li> <li>● <i>GPA and QPA Graduation Requirements</i></li> <li>● <i>"Satisfactory Academic Standing"</i></li> <li>● <i>Regular Reviews by Department</i></li> <li>● <i>Academic Integrity</i></li> </ul>	
<p>Safeguarding Educational Equity</p> <ul style="list-style-type: none"> <li>● <i>Assistance for Individuals with Disabilities</i></li> <li>● <i>Policy Against Sexual Harassment and Sexual Assault</i></li> <li>● <i>Maternity Accommodation</i></li> <li>● <i>Consensual Intimate Relationship with Undergraduate Students Policy</i></li> </ul>	
<p>Additional department and university policies/protocols</p> <ul style="list-style-type: none"> <li>● <i>Verification of Enrollment</i></li> <li>● <i>Change of Address</i></li> <li>● <i>Computing and Technology Resources</i></li> <li>● <i>New Policies/ "Grandfather" Policy</i></li> <li>● <i>Vacations and Time Off</i></li> <li>● <i>Employment Eligibility Verification</i></li> </ul>	
<p>Financial Support</p> <ul style="list-style-type: none"> <li>● <i>Statement of Departmental Support</i></li> <li>● <i>Awarding and Continuation of Funding</i></li> <li>● <i>Types of Department Funding</i></li> <li>● <i>Funding Payment Schedule</i></li> <li>● <i>Additional Sources of Financial Support</i></li> <li>● <i>Research Funding</i></li> <li>● <i>Outside Funding, Fellowship, Scholarship Opportunities</i></li> <li>● <i>Availability of Summer Employment</i></li> <li>● <i>Department Policy on Outside Employment</i></li> <li>● <i>Tax Implications of Financial Support</i></li> <li>● <i>Written Notification of Change in Financial Support</i></li> <li>● <i>Lost Funding</i></li> <li>● <i>University Financial Aid</i></li> <li>● <i>Office of Dean of Student Affairs Emergency Loan Program</i></li> </ul>	
<p>Appendix A</p>	



## Welcome

The department is encouraged to open the handbook with a welcome letter to the graduate students with the purpose of officially welcoming them to the department, university and the contents of this handbook. We suggest including the following paragraph in the welcome:

*While this handbook (and your college graduate student handbook are)\*\* 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 Postdoc Affairs, the Office of the Dean of Student Affairs and others are included in Appendix A of this handbook.*

**\*\* If you have a college level handbook for graduate students it should be referenced here as well.**

**Carnegie Mellon University (<https://www.cmu.edu/about/mission.html>)**

## **Vision**

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

## **Mission**

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

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

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

## **Mission or Philosophy/Brief Overview of Department**

This section offers the department the opportunity to welcome students to the department or back to the academic year. It also provides the opportunity to provide graduate students the grounding philosophy guiding the department, the structure of the curriculum and the basis for the degree requirements.

## **Degrees Offered**

This is an opportunity for the department to specify the graduate degree programs offered and the title students can expect to be present on their diploma. It is also where departments can provide information about cross-department, cross-college and cross-Pittsburgh university degrees that are part of the department.

## **Using the Graduate Student Handbook**

This section should be used to summarize the information the graduate students can expect to find within the pages of this resource. It is also a place to emphasize information of particular importance to graduate students from the departmental perspective and mention any other handbooks in the college/school the graduate students should be familiar with that are not contained within this handbook (college- or school-wide handbook, college- or school-wide policies, faculty guidelines and/or policy handbook, etc.)

The department should also indicate how a student may request this handbook in a different format to address accessibility needs.

**Carnegie Mellon University Statement of Assurance **REQUIRED****

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](http://www.cmu.edu/police/annualreports).

Information regarding the application of Title IX, including to admission and employment decisions, the sexual misconduct grievance procedures and process, including how to file a report or a complaint of sex discrimination, how to file a report of sexual harassment, and how the university responds to such reports is available at [www.cmu.edu/title-ix](http://www.cmu.edu/title-ix). The Title IX coordinator may be reached at 412-268-7125 or [tix@cmu.edu](mailto:tix@cmu.edu).

### **The Carnegie Mellon Code **REQUIRED****

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 REQUIRED**

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	<a href="http://www.cmu.edu/student-affairs/theword//index.html">www.cmu.edu/student-affairs/theword//index.html</a>
Academic Integrity Policy	<a href="https://www.cmu.edu/policies/student-and-student-life/academic-integrity.html">https://www.cmu.edu/policies/student-and-student-life/academic-integrity.html</a>
University Policies Website	<a href="http://www.cmu.edu/policies/">www.cmu.edu/policies/</a>
Office of Graduate and Postdoc Affairs	<a href="http://www.cmu.edu/graduate/policies/index.html">http://www.cmu.edu/graduate/policies/index.html</a>
Additional Policy Resources here	e.g. college/department specific policies

**REMOVE TARTAN RESPONSIBILITY AND COVID LANGUAGE FROM 2021**

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

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

**Academic Calendar REQUIRED**

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.

<b>Departmental Information</b>	
<b>NOTES</b>	<p><b>Departmental Personnel</b></p> <p>This section is used to identify key people that graduate students should know and will need to interact with at some point throughout their program. Students could be directed to a link that contains this information or the content can be included in the handbook directly. See the list below for suggested people to include. Either approach to this resource for students (in the handbook or as a link) should provide the following information to and/or</p>



	<p>answer the following questions for graduate students: name; title; office location; contact information; role in the department and graduate program; how students may or will interact with this resource.</p> <ul style="list-style-type: none"> <li>● Dean of College or School</li> <li>● College Associate Dean for Graduate Students</li> <li>● Department Head</li> <li>● Director of Graduate Studies</li> <li>● Graduate Coordinator</li> <li>● Graduate Student Department/College Support role <ul style="list-style-type: none"> <li>○ Each college/department should identify a member of the staff or faculty to assist with academic or personal situations that graduate students may not have the resources to resolve the situation on their own.</li> </ul> </li> <li>● Faculty</li> <li>● Department Office location</li> <li>● Department Office Staff</li> <li>● Office phone number and fax</li> <li>● Other Staff Graduate Students May Work With (business manager, AV/Tech staff, computing support, facilities personnel, etc.)</li> </ul>
	<p><b>Departmental Resources</b></p> <p>This section provides the department the opportunity to provide resource information for the day to day life of a graduate student in your department. A comprehensive <i>Department Resources</i> section should include information about the following as it applies to the program/department/college:</p> <ul style="list-style-type: none"> <li>● Department Directory</li> <li>● Bulletin Boards – electronic &amp; physical, location, rules for use</li> <li>● Mailboxes – location, assignment protocol</li> <li>● Department Computer Clusters – location, hours, access, staffing, expectations and rules for use, process for reporting concerns and problems</li> <li>● Copy Machine Availability – location, hours, access, expectations and rules of use, process for reporting concerns and problems</li> <li>● Telephone and Fax Usage – location, hours, access, expectations and rules of use, process for reporting concerns and problems</li> <li>● Lab/Office/Studio Space – assignment, location, hours, access, expectations and rules of use, process for reporting concerns and problems</li> <li>● Key/Access Card Distribution <ul style="list-style-type: none"> <li>○ who gets keys, who has access to centrally located keys, who distributes keys, what is the department’s policy regarding copying of keys and misuse of keys. How keys returned and consequences if they are lost</li> </ul> </li> <li>● Purchasing and Reimbursement Procedures and Policies <ul style="list-style-type: none"> <li>○ The university has detailed and strict policies relating to the purchase of goods, services, equipment, etc. whether using a general ledger account, restricted accounts and grants. There</li> </ul> </li> </ul>

	<p>are also reimbursement policies, along with tax exempt considerations. If graduate students will be making purchases they must be aware of the department's protocols and the financial manager to work with for these purchases.</p> <ul style="list-style-type: none"> <li>● Department Office/Building Security, Repairs and Services <ul style="list-style-type: none"> <li>○ process for reporting, damages, needed repairs, security concerns both in the immediate or routine items</li> </ul> </li> <li>● Department Graduate Student Organizations/Advisory Committee/Graduate Representatives <ul style="list-style-type: none"> <li>○ What student organizations opportunities within the department are available to graduate students?</li> <li>○ How can a graduate student sit on an advisory committee?</li> <li>○ What other opportunities for meta curricular involvement exist within the department/college?</li> </ul> </li> <li>● Department Approach to Press and Media Relations</li> <li>● Department/College/University Brands and Logos</li> </ul>
--	--

<b>Doctoral Degree <span style="background-color: #00FF00;">Competition and Certification</span></b>	
	<p><b><span style="background-color: #00FFFF;">Policies and procedures guiding degree progress</span></b></p> <p><b><span style="background-color: #00FFFF;">INSERT (NEWLY APPROVED for implementation AY22-23)</span></b></p> <p><b><span style="background-color: #00FFFF;">Standard Degree Requirements &amp; Degree Certification</span></b></p> <p><b><span style="background-color: #00FFFF;">GRADUATE STUDENTS</span></b></p> <p><span style="background-color: #00FFFF;">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.</span></p> <p><b><span style="background-color: #00FFFF;">Early Competition</span></b></p> <p><span style="background-color: #00FFFF;">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.</span></p>

### **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.

Doctoral students who require an extended period to complete their degree requirements must consult with their academic program, and are subject to the CMU Policy on Doctoral Student Status ([www.cmu.edu/policies/student-and-student-life/doctoral-student-status.html](http://www.cmu.edu/policies/student-and-student-life/doctoral-student-status.html)), specifically the "Time to Degree" section.

### **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.

It is important to be accurate, detailed, specific and transparent in this

	<p>section of the handbook. It will most likely be the part of the handbook that graduate students will refer to the most and will base their progress towards their degree. It is the section that the department, college and university will be bound to when awarding a degree to a graduate student. It will also be the ultimate resource from an archival perspective for settling disputes in the future regarding degree completion.</p>
<p><b>REQUIRED</b></p>	<p><b>Statute of Limitations</b></p> <p>The department needs to be clear regarding any department or college specific time expected to complete the intended doctoral degree, particularly if it is different from the university's Doctoral Student Status Policy.</p> <p><b>In addition to the department/college timeline add:</b>      "As outlined in the <b>Doctoral Student Status Policy</b> <a href="https://www.cmu.edu/policies/student-and-student-life/doctoral-student-status.html">https://www.cmu.edu/policies/student-and-student-life/doctoral-student-status.html</a> students will complete all requirements for the Ph.D. degree within a maximum of ten years from original matriculation as a doctoral student, or less if required by a more restrictive department or college policy. Once this time-to-degree limit has lapsed, the person may resume work towards a doctoral degree only if newly admitted to a currently offered doctoral degree program under criteria determined by that program. Under extraordinary circumstances, such as leave of absence, military or public service, family or parental leave, or temporary disability, a school or college may, upon the relevant department's recommendation and with the written approval of the dean, defer the lapse of <i>All But Dissertation</i> status for a period commensurate with the duration of that interruption. Students, who are pursuing the Ph.D. degree as part-time students for all semesters of their program, as approved by their program, may also appeal to their program or department for extension of the time to degree limit."</p> <p><b>NOTE:</b> See <b>Appendix B</b> for a <i>Best Practices</i> example</p>
	<p><b>Residency Requirements and Expected Timeline</b></p> <p>The university requires PhD students to have a minimum of one year in residency on a CMU campus. Departments may increase that requirement. This section should specify the timeline by semester or year of the benchmarks to be met and consequences of not meeting the time expected or benchmarks.</p>
	<p><b>Registration Process/Procedures</b></p> <p>Students should be provided with the information of how they can register for courses. If an administrator is going to register them for classes the extent to which that will be done should be defined. Note that it is preferable for students to have full responsibility to register for their courses. If students should be consulting with someone before registering each semester- such as an advisor- that person (s) should be identified here.</p>

## Doctoral Degree Requirements and Related Policies/Protocols

	<p><b>Core Courses</b></p> <ul style="list-style-type: none"> <li>year-by-year schedule of completion and course description for required courses</li> </ul>
<b>REQUIRED</b>	<p><b>Total number of units</b> required for degree attainment (inclusion is required as a federal regulation Middle States Accreditation must verify)</p>
	<p><b>Electives</b></p>
	<p>Department Policy on <b>Double Counting</b> Courses</p>
	<p>Department Policy for <b>Courses Outside the Department/College</b></p>
	<p>Department Policy/Process for <b>Incompletes</b></p>
	<p><b>Petition Procedures</b></p>
	<p>Department Policy/Process for <b>Withdrawing</b> from a course</p>
<b>REQUIRED</b>	<p><b>Drop/Add/Withdraw Procedures</b></p> <p>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 <a href="https://www.cmu.edu/hub/registrar/course-changes/index.html">https://www.cmu.edu/hub/registrar/course-changes/index.html</a> There is a separate calendar for doctoral level courses.</p>
	<p>Department Policy/Protocol for <b>Make-Up Exams</b></p>
	<p><b>Course Waiver Policy</b></p> <p>Is it possible for a student to use undergraduate or master's work, previous research, previous work experience, etc. to waive one or more of the core courses or elective requirements? If so, what is the process for applying for that waiver?</p>
<b>REQUIRED</b>	<p><b>Transfer Courses and Pittsburgh Council on Higher Education (PCHE)</b> Inclusion required as a federal regulation</p> <p><a href="https://www.cmu.edu/policies/student-and-student-life/doctoral-student-status.html">https://www.cmu.edu/policies/student-and-student-life/doctoral-student-status.html</a>.</p> <p>"Carnegie Mellon University offers students the opportunity to take courses for credit through a cross-registration program (see Pittsburgh Council on Higher Education (PCHE) and Cross-registration below) and through the receipt of transfer credit from other accredited institutions. The Carnegie Mellon University transcript will include information on such courses as follows: Carnegie Mellon courses and courses taken through the university's</p>

	<p>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.”</p> <p><b>NOTE:</b> Suspended students may take courses elsewhere; however, they may receive transfer credit only if their college's and department's policies allow this.</p>
<p><b>REQUIRED</b></p>	<p><b>Protocol for evaluation of transfer credit</b></p> <p>Insert the department protocol for grades for transfer courses. <b>Inclusion is required as a federal regulation</b></p> <p><u>If you do not accept transfer credit, please include a statement to that effect for this section.</u></p> <p>The departmental information to include:</p> <ul style="list-style-type: none"> <li>● Criteria used to evaluate transfer credit: accreditation status of the sending institution, course description, learning outcomes, syllabus, student work product.</li> </ul> <p><b>NOTE:</b> Peer reviewers must verify that the department has these policies, and that these policies include any criteria used to evaluate credits earned at other institutions.</p> <p><b>NOTE:</b> Accreditation status cannot be the sole criteria for evaluating transfer credit</p> <ul style="list-style-type: none"> <li>● Who is responsible for accepting or denying transfer credit?</li> <li>● How will the transfer credit be recorded on the transcript?</li> <li>● Minimum grade requirements for transfer credit?</li> <li>● What courses are generally not acceptable as transfer credit?</li> </ul> <p><b>NOTE:</b> If your department/college handbook is behind a firewall and requires CMU authentication to access, the department's policies regarding transfer credit must be available on the website or in the documentation that is available to prospective students and peer reviewers</p>
	<p><b>Distance Education</b></p> <p>If accepted, outline criteria and expectations</p> <ul style="list-style-type: none"> <li>● What are the processes, procedures, or requirements for accessing distance education platforms?</li> <li>● How are exams and coursework taken or proctored to ensure the student registered for the course is the student taking the exam/doing the coursework</li> <li>● Are there additional fees associated with distance courses?</li> </ul>
<p><b>If applicable</b></p>	<p><b>Independent Study/ Directed Reading</b></p> <ul style="list-style-type: none"> <li>● What is the application process to complete an independent</li> </ul>

	<p>study/directed reading?</p> <ul style="list-style-type: none"> <li>• Who does or can the student work with to complete an independent study/ directed reading?</li> <li>• What are the criteria for receiving approval for an independent study/directed reading?</li> <li>• What is the timeline (in the course of the program as well as the timeline for completion) for an independent study/directed reading?</li> </ul>
	<p><b>Requirements for those without a Bachelor’s / Master’s Degree in discipline</b></p> <ul style="list-style-type: none"> <li>• Are there any additional courses, qualifying exams or criteria for students admitted to the degree program to complete if they come to the Ph.D. program without a previous degree in the discipline?</li> <li>• When do those requirements need to be met?</li> <li>• Who does the student work within the department to complete and/or verify the additional requirements?</li> </ul> <p><b>NOTE:</b> This information should also be included in the “Prospective Student Information” on the program/department website.</p>
<p>If applicable</p>	<p><b>Teaching Requirements</b></p> <ul style="list-style-type: none"> <li>• Provide an outline of the teaching requirement.</li> <li>• Outline responsibilities of teaching role (i.e. grader, recitation leader, teaching assistant, etc.)</li> <li>• Provide an outline of departmental training that is required or offered.</li> <li>• Identify departmental, college, and university teaching resources (personnel or programs) <ul style="list-style-type: none"> <li>○ The Eberly Center for Teaching Excellence is a resource for TA and instructor training and included in the section <i>Additional University Resources, Appendix A</i>.</li> </ul> </li> <li>• Detail the English-Speaking proficiency requirements for TAs for whom English is not the first language <ul style="list-style-type: none"> <li>○ Evaluation and Certification of English Fluency for Instructors (suggested text)</li> </ul> <p>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:</p> <p><a href="https://www.cmu.edu/policies/faculty/evaluation-certification-english-fluency-instructors.html">https://www.cmu.edu/policies/faculty/evaluation-certification-english-fluency-instructors.html</a>.</p> <p>The fluency of all instructional personnel will be rated by Language Support in the Student Academic Success Center to determine at what level of responsibility the student can TA.</p> <p>In addition to administering the International Teaching Assistant (ITA) Test (a mandatory screening test for any non-native speaker of English), Language Support in the Student Academic Success</p> </li> </ul>

	<p>Center helps teaching assistants who are non-native English speakers develop fluency and cultural understanding to teach successfully at Carnegie Mellon. Visit the Student Academic Success Center website for additional information:  <a href="https://www.cmu.edu/student-success/">https://www.cmu.edu/student-success/</a></p> <ul style="list-style-type: none"> <li>• What are the resources within the department for non-native English speaking TAs?</li> </ul>
<p>If applicable</p>	<p><b>Research Requirements</b></p> <ul style="list-style-type: none"> <li>• Grading system for research</li> <li>• Research funding options <ul style="list-style-type: none"> <li>○ Opportunities for funding within the department and/or college</li> <li>○ Student’s responsibility to obtain funding</li> <li>○ Student’s responsibilities/expectations in order to keep funding</li> <li>○ Faculty connection to funding</li> <li>○ Process for applying for the department/college funding</li> <li>○ University-level funding: GuSH Research Funding (suggested text)  “GuSH Research Funding is a source of small research grant funds provided by the Graduate Student Assembly (GSA) and the Provost’s Office and managed by the Office of Graduate and Postdoc Affairs. Students can find more information about the application process and deadlines at:  <a href="https://www.cmu.edu/graduate/professional-development/research-funding/index.html">https://www.cmu.edu/graduate/professional-development/research-funding/index.html</a>”</li> </ul> </li> <li>• Resources and Regulations Governing Research at Carnegie Mellon <ul style="list-style-type: none"> <li>○ Office of Sponsored Programs, <a href="https://www.cmu.edu/osp/">https://www.cmu.edu/osp/</a></li> <li>○ Office of Research Integrity &amp; Compliance  <a href="https://www.cmu.edu/research-compliance/index.html">https://www.cmu.edu/research-compliance/index.html</a></li> <li>○ Intellectual Property Policy  <a href="https://www.cmu.edu/policies/administrative-and-governance/intellectual-property.html">https://www.cmu.edu/policies/administrative-and-governance/intellectual-property.html</a></li> <li>○ Policy on Restricted Research  <a href="https://www.cmu.edu/policies/research/restricted-research.html">https://www.cmu.edu/policies/research/restricted-research.html</a></li> <li>○ Human Subjects in Research Policy  <a href="https://www.cmu.edu/policies/research/human-subjects-in-research.html">https://www.cmu.edu/policies/research/human-subjects-in-research.html</a></li> </ul> </li> </ul>
<p>If applicable</p> <p>See required section</p>	<p><b>Internship Opportunities</b></p> <ul style="list-style-type: none"> <li>• Requirements- is the internship required and if so are there units attached? Identify if there is a cost associated with the units and if so where they can expect to find information on the per-unit cost for budget planning. <ul style="list-style-type: none"> <li>○ If a student is on a fellowship the requirements should be checked before they take an internship.</li> </ul> </li> </ul>



	<ul style="list-style-type: none"> <li>● Expectations- if the experience will have units attached to it the program should have deliverables from the student commensurate with the number of units they are taking. This can be in the form of interim and final reports on the experience, presentations in the following semester regarding the experience, assessments of their experience as it relates to their course of study, etc.</li> <li>● 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 &amp; J status students)</li> <li>● Resources to obtain internships <ul style="list-style-type: none"> <li>○ Faculty Recommendations</li> <li>○ College Career Services</li> <li>○ Career and Professional Development Center (<a href="https://www.cmu.edu/career/">https://www.cmu.edu/career/</a>)</li> </ul> </li> </ul>
<p><b>If applicable</b></p>	<p><b>PhD Qualifying Exam Requirement</b></p> <ul style="list-style-type: none"> <li>● Type &amp; General Content of Exam</li> <li>● Expected time frame from start of program to take exam</li> <li>● Examination Committee <ul style="list-style-type: none"> <li>○ Selection</li> <li>○ Membership Make-up</li> <li>○ Committee Member Responsibilities</li> <li>○ Replacing a Member</li> </ul> </li> <li>● Criteria for Passing Exam</li> <li>● Options and Consequences of Failing Exam</li> <li>● Retaking Exam</li> <li>● Communication to Student of Completion of Exam</li> </ul>
	<p><b>PhD Criteria for Advancement to Candidacy</b></p> <ul style="list-style-type: none"> <li>● Department Criteria for Doctoral Student Status</li> <li>● University Policy for Doctoral Student Status  <a href="https://www.cmu.edu/policies/student-and-student-life/doctoral-student-status.html">https://www.cmu.edu/policies/student-and-student-life/doctoral-student-status.html</a></li> </ul> <p>This policy sets forth a definition of All But Dissertation (ABD) status, time limits on doctoral candidacy status, a definition of being <i>In Residence</i> and <i>In Absentia</i> for candidates and the tuition and fees charged for candidates in each status.</p> <p>The ABD Status Agreement Form can be found at:  <a href="https://www.cmu.edu/hub/docs/abd-status-agree.pdf">https://www.cmu.edu/hub/docs/abd-status-agree.pdf</a></p>
<p><b>If applicable</b></p>	<p><b>PhD Dissertation</b></p> <ul style="list-style-type: none"> <li>● Proposal Process</li> <li>● Proposal Committee <ul style="list-style-type: none"> <li>○ Selection</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Membership Make-Up</li> <li>○ Committee Member Responsibilities</li> <li>○ Replacing a Member</li> <li>● Public Presentation/Examination</li> <li>● Submission Procedure</li> <li>● Format Guidelines</li> <li>● Criteria for Successful Completion <ul style="list-style-type: none"> <li>○ Consequences of failing and process of notification</li> <li>○ Possibility of resubmission</li> </ul> </li> <li>● Dissertation Committee <ul style="list-style-type: none"> <li>○ Selection</li> <li>○ Membership Make-Up</li> <li>○ Committee Member Responsibilities</li> <li>○ Replacing a Member</li> </ul> </li> <li>● Defense Presentation <ul style="list-style-type: none"> <li>○ Requirements for coordinating committee</li> <li>○ Requirements for public posting of defense</li> </ul> </li> <li>● Communication of Committee's Review <ul style="list-style-type: none"> <li>○ Consequences of failing and process of notification</li> <li>○ Possibility of resubmission</li> </ul> </li> <li>● Ability to and process for receiving a master's degree if student does not meet PhD requirements (if applicable- see below)</li> <li>● Filing and Submission of Dissertation</li> <li>● Dissertation Retention</li> </ul> <p><b>NOTE:</b> Department may describe other program requirements here</p>
<p><b>If applicable</b></p>	<p><b>Process for Completing a Master's Degree enroute to a Ph.D.</b></p> <p>Describe what requirements must be met, at what stage the students are eligible (i.e. post-qualifier, or set of completed courses), and what process is used for making this happen (who to contact, paperwork to complete, etc. )</p>
	<p><b>Certification of Degree</b></p> <p><b>NOTE:</b> Degree title that will appear on the diploma should be specified here.</p> <p>Describe the process for certifying the degree.</p>
	<p><b>Leave of Absence</b></p> <ul style="list-style-type: none"> <li>● Departmental process <ul style="list-style-type: none"> <li>○ Describe any specifics unique to department</li> </ul> </li> <li>● University process <a href="https://www.cmu.edu/hub/registrar/leaves-and-withdrawals/">https://www.cmu.edu/hub/registrar/leaves-and-withdrawals/</a></li> </ul>
	<p><b>Withdrawal of Degree</b></p> <ul style="list-style-type: none"> <li>● University Policy <a href="https://www.cmu.edu/policies/student-and-student-life/withdrawal-of-a-degree.html">https://www.cmu.edu/policies/student-and-student-life/withdrawal-of-a-degree.html</a></li> </ul>
	<p><b>Student-Professor Relationship</b></p>

	<p>This is an opportunity to discuss the department's philosophy and practical expectations regarding the professional relationship between graduate students and their advisors as well as other faculty. This may be explicit or may guide discussion topics at meetings between advisors and students. Sample topics include:</p> <ul style="list-style-type: none"> <li>● The changing role of an advisor over the lifetime cycle of the graduate student- advising on classes, research methods and processes, writing, publication process, conference presentations, dissertation writing and defense, job search</li> <li>● Research management, time management and work expectations, how research project assignment will be made, reporting requirements, responsibility for budgets and appropriate charges, safety requirements in laboratories and studios, management of support staff- undergraduates or new graduate students, publication expectations and processes- decisions of authorship lineup, writing responsibilities, determination of when a publication is ready for submission, faculty's responsibility for monitoring the integrity with which the research is carried out, student's responsibility for accurate record keeping, ethical responsibilities of research endeavors</li> <li>● Attending Conferences and Meetings- funding resources, determination of submission of abstracts for presentation or publication, how will the decisions be made about who represents the research at conferences, protocols of representing Carnegie Mellon at conferences</li> <li>● Respect and Confidentiality- maintaining confidentiality of research projects and publications, respect of confidentiality among and between group members</li> <li>● Communication- maintain open lines of communication, respond to one another in a timely fashion, address conflicts respectfully and seek guidance when needed, clearly define time lines and expectations.</li> </ul>
	<p><b>Advising</b></p> <ul style="list-style-type: none"> <li>● Definition of the role of advisor</li> <li>● Role of the student</li> <li>● How and when assigned/selected</li> <li>● How to change advisor</li> <li>● Assurance advising process is monitored</li> <li>● Procedure for written notification of inadequate progress toward degree</li> </ul>
	<p><b>Review/Redress of Academic Conflicts</b></p>

	<p>This section is where the department should define the department level and college level avenues available to graduate students who feel the need to address an academic concern, outlining each step of review or redress if the previous step doesn't resolve the issue. The department should also outline the department approach and college approach for resolving academic conflicts brought forward by the faculty. The department should also refer students to the Summary of Graduate Student Appeal and Grievance Procedures.</p>
	<p><b>Summary of Graduate Student Appeal and Grievance Procedures</b>  <a href="https://www.cmu.edu/graduate/policies/appeal-grievance-procedures.html">https://www.cmu.edu/graduate/policies/appeal-grievance-procedures.html</a></p> <p>This webpage 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.</p>
<p><b>Grading/Evaluation</b></p>	
	<p>Dept./College <b>Grading Scale/System</b></p>
	<p>Department policy on <b>grades for retaking a course</b></p>
	<p>Department policy on <b>pass/fail, satisfactory/unsatisfactory</b></p>
	<p><b>University Policy on Grades</b>  <a href="https://www.cmu.edu/policies/student-and-student-life/grading.html">https://www.cmu.edu/policies/student-and-student-life/grading.html</a></p> <p>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.</p>

<p><b>REQUIRED</b> (web address now references updated approved grade appeal language)</p>	<p><b>Process for Appealing Final Grades</b>  <a href="https://www.cmu.edu/student-affairs/theword/academic/appeal-of-grades-and-academic-actions.html">https://www.cmu.edu/student-affairs/theword/academic/appeal-of-grades-and-academic-actions.html</a></p> <p>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.</p>
	<p><b>Policy on Grades for Transfer Courses</b>  <a href="https://www.cmu.edu/policies/student-and-student-life/transfer-credit-evaluation-and-assignment.html">https://www.cmu.edu/policies/student-and-student-life/transfer-credit-evaluation-and-assignment.html</a></p> <p>Carnegie Mellon University offers students the opportunity to take courses for credit through a cross-registration program (see Pittsburgh Council on Higher Education (PCHE) and Cross-registration below) and through the receipt of transfer credit from other accredited institutions. The Carnegie Mellon University transcript will include information on such courses as follows: Carnegie Mellon courses and courses taken through the university's cross-registration program will have grades recorded on the transcript and be factored into the QPA. All other courses will be recorded on this transcript indicating where the course was taken, but without grade. Such courses will not be taken into account for academic actions, honors or QPA calculations.</p> <p><b>Note:</b> Suspended students may take courses elsewhere; however, they may receive transfer credit only if their college's and department's policies allow this.</p>
	<p><b>GPA Requirements and QPA Requirements for graduation</b></p> <p>Outline department specific requirements</p>
	<p><b>"Satisfactory Academic Standing"</b></p> <p>Outline definition of, process for determination, and communication of:</p> <ul style="list-style-type: none"> <li>● probationary status and returning to good standing</li> <li>● suspension and return to program</li> <li>● dismissal from program/department/college</li> </ul>

## Regular Reviews and Evaluations by Department

**NOTE:** Organize by year or category of standing

- Provide the timeline for each review, evaluation, requirement
- Provide the format of each review, evaluation, requirement
- Detail the review person or committee for each review and evaluation.
  - Is the person or committee appointed?
  - By whom?
  - What are the responsibilities of the review person/committee?
  - How can a student share a concern about the review person or a member of the review committee?
  - How is a review person or committee member replaced?
- Detail the student's participation and/or preparation in each review or evaluation
- Outline the process students can expect for receiving feedback for each part of the review or evaluation, ensuring that the feedback will be received in writing.
  - What is the timeline for receiving the feedback?
  - If the student successfully completes the review or evaluation, what is next?
  - If the student is not successful, what are the implications?
  - Is there an opportunity for re-evaluation?
  - What is the timeline for re-evaluation?
  - How can a student appeal an unsuccessful evaluation?
- Inadequate progress toward degree
  - What is the criteria of an "inadequate progress toward degree" determination?
  - How is the student notified?
  - Is there an opportunity for reevaluation and what is the process?
  - How can a student appeal a decision of "inadequate progress toward degree"?

## REQUIRED

### Academic Integrity

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

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

A review of the University's Academic Disciplinary Actions procedures <https://www.cmu.edu/student-affairs/theword/academic-discipline/index.html> is also recommended. These procedures outline the process for investigating, reporting, and adjudicating violations of the University Policy on Academic Integrity. The procedures also outline the appeal process.

**NOTE:** A new policy was established in Fall 2019. Please ensure your graduate handbook is updated to meet the new process. Contact the Office of Community Standards and Integrity ([ccsi@andrew.cmu.edu](mailto:ccsi@andrew.cmu.edu)) if you have any questions about any practices regarding academic integrity that you may have in your handbook. Faculty outcomes are limited to course level action.

Requests for additional university level action must be sent to OCSI for review.

## Safeguarding Educational Equity

### REQUIRED

#### Assistance for Individuals with Disabilities

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

The Office of Disability Resources at Carnegie Mellon University has a continued mission to provide physical, digital, and programmatic access to ensure that students with disabilities have equal access to their educational experience. We work to ensure that qualified individuals receive reasonable accommodations as guaranteed by the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. Students who would like to receive accommodations can begin the process through Disability Resources' secure online portal (<https://rainier.accessiblelearning.com/cmu/>) or email [access@andrew.cmu.edu](mailto: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](mailto:access@andrew.cmu.edu), or call (412) 268-6121.

### REQUIRED

#### Policy Against Sexual Harassment and Sexual Assault

The University prohibits sex-based discrimination, sexual harassment, sexual assault, dating/ domestic violence and stalking. The University also prohibits retaliation against individuals who bring forward such concerns or allegations in good faith.

The University's Sexual Misconduct Policy is available at <https://www.cmu.edu/policies/administrative-and-governance/sexual-misconduct/index.html>.

The University's Policy Against Retaliation is available at <https://www.cmu.edu/policies/administrative-and-governance/whistleblower.html>

	<p>If you have been impacted by any of these issues, you are encouraged to make contact with any of the following resources:</p> <ul style="list-style-type: none"> <li>● Office of Title IX Initiatives <ul style="list-style-type: none"> <li>○ <a href="http://www.cmu.edu/title-ix/">http://www.cmu.edu/title-ix/</a>, 412-268-7125, tix@cmu.edu</li> </ul> </li> <li>● University Police <ul style="list-style-type: none"> <li>○ <a href="https://www.cmu.edu/police/">https://www.cmu.edu/police/</a>, 412-268-2323</li> </ul> </li> </ul> <p>Additional resources and information can be found at:  <a href="https://www.cmu.edu/title-ix/resources-and-information/index.html">https://www.cmu.edu/title-ix/resources-and-information/index.html</a></p>
<b>REQUIRED</b>	<p><b>Childbirth/Maternity Accommodation</b></p> <p><a href="https://www.cmu.edu/graduate/programs-services/maternity-accommodation-protocol.html">https://www.cmu.edu/graduate/programs-services/maternity-accommodation-protocol.html</a></p> <p>Students whose anticipated delivery date is during the course of the semester may consider taking time away from their coursework and/or research responsibilities. All female students who give birth to a child while engaged in coursework or research are eligible to take either a short-term absence or formal leave of absence. Students are encouraged to consult with relevant university faculty and staff as soon as possible as they begin making plans regarding time away.</p> <ul style="list-style-type: none"> <li>● Students in course work should consider either working with their course instructor to receive incomplete grades, or elect to drop to part-time status or to take a semester leave of absence.</li> <li>● Students engaged in research must work with their faculty to develop plans for the research for the time they are away.</li> <li>● Students must contact the Office of the Dean of Student Affairs to register for Maternity Accommodations. Students will complete an information form and meet with a member of the Dean’s Office staff to determine resources and procedures appropriate for the individual student. <ul style="list-style-type: none"> <li>○ Planning for the student’s discussion with her academic contact(s) (advisor, associate dean, etc.) may be reviewed during this meeting.</li> </ul> </li> <li>● Doctoral students who receive an academic stipend funded by Carnegie Mellon are eligible to continue to receive stipend funding for up to six (6) weeks during a Short-Term Maternity Accommodation or a Formal Leave of Absence. Continued academic stipend funding may be extended by two (2) weeks, for a total of eight (8) weeks, if an absence longer than six weeks is medically necessary. To receive this support students must be registered with the Office of the Dean of Student Affairs for maternity accommodation.</li> </ul>
<b>REQUIRED</b>	<p><b>Consensual Intimate Relationship Policy Regarding Undergraduate Students</b></p> <p><a href="https://www.cmu.edu/policies/student-and-student-life/consensual-">https://www.cmu.edu/policies/student-and-student-life/consensual-</a></p>



	<p><a href="#">relationships.html</a></p> <p>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.</p>
<p><b>Additional department and university policies/protocols</b></p>	
	<p><b>Verification of Enrollment</b></p> <p>Enrollment Services is the only University office that can provide an official letter of enrollment, official transcript and enrollment verification.</p> <p>Enrollment verification can be requested online through The HUB at:  <a href="https://www.cmu.edu/hub/registrar/student-records/verifications/enrollment.html">https://www.cmu.edu/hub/registrar/student-records/verifications/enrollment.html</a>.</p>
	<p><b>Change of Address</b></p> <p>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.</p>
	<p><b>Requirement for providing personal computing resources</b></p> <ul style="list-style-type: none"> <li>• What are requirements for students in terms of technology needs- i.e. laptops, required software</li> <li>• Who provides? i.e. student, program, university</li> </ul>
	<p><b>New Policies/“Grandfather” Policy</b></p> <p>The inclusion of this section in the department graduate student handbook is vital. It is important to be transparent and clear to avoid future conflict. It is imperative that graduate students understand that the information about degree attainment and departmental and/or college policies and protocols are binding. At the same time, degree attainment criteria change and departmental and/or college policies and protocols are updated. It is important to be explicit with graduate students about the criteria, policies and protocols which they will be required to complete and/or follow in order to successfully graduate.</p>
	<p><b>Vacations and Time-Off</b></p> <p>It is important that graduate students do not assume that their time-off follows the academic calendar of courses. Many are coming from an undergraduate environment where their university employment followed their course schedule. For many graduate degree programs, the</p>

	<p>expectation is that graduate students continue research during academic breaks and time away from campus is negotiated. If there are requirements for their time beyond a typical week day, this should be specified. It is important to also clarify that University Holidays are student holidays as well and the students need to consult their faculty about coverage during University Holidays if they have challenges with taking time off during that time, i.e. if experiments are running that need to be monitored continuously. Arrangements can be made for students to take an equal number of days off at another time.</p>
<p><b>REQUIRED</b></p>	<p><b>Employment Eligibility Verification</b></p> <p><b>Required text:</b>          “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 <a href="#">Employment Eligibility Verification (I-9) Policy [pdf]</a> covering the university’s I-9 and E-Verify requirements:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• For more information, please see CMU’s <a href="#">Guidance for Completing the Form I-9 and E-Verify Requirements at CMU [pdf]</a>, or visit the Human Resources Service website to <a href="#">learn more about Form I-9 and E-Verify</a> and to <a href="#">schedule an appointment to complete the Form I-9.</a>”</li> </ul>
<p><b>Financial Support</b></p>	
	<p><b>Statement of Department Financial Support</b></p> <p>This section provides the department with the opportunity to be explicit and transparent with graduate students about the financial support being provided by the department.</p> <p>It is also important to provide graduate students with the schedule for the funding payments. It is common for graduate students to arrive and make living arrangements assuming that the funding payments will begin shortly after the start of the academic year. In some cases, the first funding source does not arrive until late September, after living expenses are expected from landlords and such. The payment schedule will assist graduate students with planning.</p>
	<p><b>Awarding and Continuation of Funding</b></p>

	<ul style="list-style-type: none"> <li>• What are the requirements?</li> <li>• Is there a tie to research or satisfactory academic progress or standing?</li> </ul>
	<p><b>Types of Department Funding</b></p> <ul style="list-style-type: none"> <li>• Stipend (share any applicable)</li> <li>• Health Insurance Requirement <ul style="list-style-type: none"> <li><b>NOTE:</b> Language for the CMU coverage of 100% of the CMU Student Health Insurance Plan for eligible students should be placed here with reference to how your department is implementing.</li> </ul> </li> <li>• Fees (share any applicable) <ul style="list-style-type: none"> <li>○ Tech Fees</li> <li>○ Student Activities Fee</li> <li>○ PAT Transit Fee</li> </ul> </li> <li>• Travel/Conference Funding <ul style="list-style-type: none"> <li>○ Opportunities for funding within the department and/or college <ul style="list-style-type: none"> <li>■ Process for applying for the department/college funding</li> </ul> </li> <li>○ University funding <ul style="list-style-type: none"> <li>■ <b>Suggested text:</b>  “<b>Conference Funding</b> is a funding application process provided by GSA and the Provost’s Office for students, student work groups or groups to attend a conference, whether as a participant or as a presenter. The process is managed by the Graduate Education Office. Students can find more information about the application process and deadlines at:  <a href="https://www.cmu.edu/graduate/professional-development/index.html">https://www.cmu.edu/graduate/professional-development/index.html</a>.”</li> </ul> </li> </ul> </li> </ul>
	<p><b>Funding Payment Schedule</b></p> <ul style="list-style-type: none"> <li>• The start and end dates and the frequency of payment from standard stipend disbursement based on department/university schedule for stipends should be defined here.</li> </ul>
	<p><b>Additional Sources for Financial Support</b></p> <ul style="list-style-type: none"> <li>• Identify additional paid roles for doctoral students in department (i.e. grader, teaching assistant, lecturer, research assistant, office support staff)</li> </ul>
	<p><b>Research Funding</b></p> <ul style="list-style-type: none"> <li>• Opportunities for funding within the department and/or college</li> <li>• Process for applying for the department/college funding</li> <li>• <b>GuSH Research Funding</b>  <b>Suggested text:</b> GuSH Research Funding is a source of small research grant funds provided by GSA and the Provost’s Office and managed by the Graduate Education Office. Students can find more information about the application process and deadlines at:  <a href="https://www.cmu.edu/graduate/professional-development/research-">https://www.cmu.edu/graduate/professional-development/research-</a></li> </ul>

	<p><a href="#">funding/index.html</a>.</p>
	<p><b>Outside Funding, Fellowship and Scholarship Opportunities</b></p> <ul style="list-style-type: none"> <li>• Departmental</li> <li>• Nationally through the discipline</li> </ul> <p><b>NOTE:</b> Identify possible impact of outside fellowships and scholarships on departmental support- decrease by amount, added bonus, etc.</p>
	<p><b>Availability of Summer Employment</b></p> <ul style="list-style-type: none"> <li>• International students must contact the OIE regarding their ability to hold employment.</li> </ul>
	<p><b>Department Policy on Outside Employment</b></p> <ul style="list-style-type: none"> <li>• Impact of outside employment on internal support</li> <li>• International students must contact the Office of International Education regarding their ability to hold employment.</li> </ul>
	<p><b>Tax Implications of Financial Support</b></p>
	<p><b>Procedure for Written Notification of Change in Financial Support</b></p> <ul style="list-style-type: none"> <li>• Include minimum time frame of notice</li> </ul>
	<p><b>Lost Funding</b></p> <ul style="list-style-type: none"> <li>• International Students must notify Office of International Education</li> <li>• Department Emergency Student Loan through the department (if applicable)</li> <li>• 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 Student Affairs (see Appendix A), <a href="http://www.cmu.edu/student-affairs/index.html">www.cmu.edu/student-affairs/index.html</a>, to inquire about an Emergency Student Loan</li> </ul>
	<p><b>University Financial Aid</b></p> <p>Graduate students should consult the graduate student financial aid information found on The HUB website: <a href="https://www.cmu.edu/sfs/financial-aid/graduate/index.html">https://www.cmu.edu/sfs/financial-aid/graduate/index.html</a>. Students will find the Graduate Financial Aid Guide, information about funding options and how to apply for financial aid and other helpful links.</p> <p><b>NOTE:</b> Tepper and Heinz should edit and include the applicable financial aid information in the department handbook</p>

	<p><b>Office of Dean of Student Affairs Emergency Loan Program</b></p> <p>Graduate students who find themselves in need of immediate funds for emergency situations should contact the Office of the Dean of Student Affairs (see Appendix A), <a href="http://www.cmu.edu/student-affairs/index.html">www.cmu.edu/student-affairs/index.html</a>, to inquire about an Emergency Student Loan.</p>
--	--

## **Appendix A**

**NOTE:** Entire section is suggested text and updates will be sent to departments each July by the Office of Graduate and Postdoc Affairs