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# The College of Humanities and Social Sciences

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# The College of Humanities and Social Sciences

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The College of Humanities and Social Sciences (H&SS) is one of Carnegie Mellon's seven principal colleges. The College consists of the departments of Economics, English, History, Modern Languages, Philosophy, Psychology, Social and Decision Sciences, Statistics, and a college-wide interdisciplinary program in Information Systems. The College accounts for approximately one-fifth of the university's undergraduate population; 80% of the college's students are undergraduates. The college is staffed by 180 full-time faculty. Like its counterparts in engineering, science, computer science, business, and the fine arts, the College has three primary thrusts: undergraduate education, graduate education, and research or creative pursuits. Thus, the College shares in the University's identity as an institution that merges first-rate, innovative research and creativity with undergraduate education. All faculty engage in both teaching and research or creative work. Undergraduates, thus, benefit from contact in the classroom with highly accomplished faculty researchers and creative artists.

For example, beginning with the College's General Education (GenEd) program, H&SS students are taught by some of the College's most accomplished and senior faculty. They bring with them into the classroom a contagious excitement from their active involvement at the forefront of their fields. Freshmen also select from an array of freshman seminars in which students explore exciting and topical areas of study with regular faculty in small groups of no more than 15-20 students. Sophomores and second-semester freshmen may also select a "Faculty Research Training" course which involves them in a faculty research project. These freshman/sophomore features are complemented during the junior and senior years by small elective courses, the option of overseas study, seminars and project courses, and a range of undergraduate research options (including a senior honors program) that students can pursue with regular faculty.

## Liberal/Professional Education

Edward Fiske, former Education Editor of The New York Times and author of the Fiske Guide to Colleges, has noted that the College and University have done "perhaps the most original thinking of any American university in pursuing the twin goals of liberal-professional education." In its belief that these two types of knowledge ("liberal" and "professional") are highly complementary, H&SS embraces a philosophy that has its roots in Carnegie Mellon's institutional origins: namely, that the traditional liberal arts disciplines merit close, rigorous study, while at the same time practical skills are also worthy of mastery, and of the most serious intellectual examination.

The College's educational program is liberal in that it stresses breadth and invites wide-ranging inquiry, both through its general education curriculum and through programs in the humanities, behavioral sciences, and social sciences; the "professional" dimension of the College's educational program derives from general emphases on analytical sophistication and application, and also from a subset of in-depth major programs which prepare students for specific career fields as well as for graduate or professional school training. The rationale for this liberal/professional approach stems from the premise that the intellectual foundations of a challenging liberal education and meaningful professional education are essentially the same. Knowledgeable and effective citizens are as much in need of broad intellectual perspectives, analytical skills, and problem-solving strategies as are most professionals. Moreover, as leaders in American higher education generally agree, undergraduate education is not well served if professional specialization in undergraduate programs is achieved prematurely. The challenge is to strike a balance between breadth and depth,

both within and outside of one's specialty. Such a balance insures versatility in one's profession and the knowledge and ability to keep pace as individuals and citizens with changes in our social, technical, and cultural environments. Thus, the objectives of both liberal and professional education can and should work in tandem to complement and enhance one another.

## Degree Options

H&SS offers a large number and wide range of innovative, rigorous majors and a comparable number of minors. In addition, H&SS students may also apply for admission to one of a number of accelerated masters programs that result in both a bachelor's and master's degree. These options provide H&SS students with a great deal of flexibility and choice in designing a program of study.

## H&SS Majors

Name of Major (Degree Options)	Department
Economics (B.A.)	Economics
Economics (B.S.)	Economics
English (B.A.)	English
Creative Writing (B.A.)	English
Professional Writing (B.A.)	English
Technical Writing and Communication (B.A.)	English
Anthropology and History (B.A. or B.S.)	History
History and Policy (B.A. or B.S.)	History
Social and Cultural History (B.A. or B.S.)	History
Economics and Statistics (B.S.)	Interdepartmental
Environmental Policy (additional major only)	Interdepartmental
Ethics, History, and Public Policy (B.A. or B.S.)	Interdepartmental
Information Systems (B.S.) (by admission)	Interdepartmental
Linguistics (B.A.)	Interdepartmental
Russian Studies (B.A.)	Interdepartmental
Student Defined (B.A. or B.S.)	Interdepartmental
Chinese (B.A.)	Modern Languages
French and Francophone Studies (B.A.)	Modern Languages
German (B.A.)	Modern Languages
Hispanic Studies (B.A.)	Modern Languages
Japanese (B.A.)	Modern Languages
Logic and Computation (B.S.)	Philosophy
Philosophy (B.A.)	Philosophy
Cognitive Science (B.S.)	Psychology
Psychology (B.A. or B.S.)	Psychology
Psychology and Biological Sciences (B.S.)	Psychology
Policy and Management (B.S.)	Social and Decision Sciences
Decision Science (B.S.)	Social and Decision Sciences
Global Politics (B.S.)	Social and Decision Sciences
Statistics (B.S.)	Statistics

## Additional Majors

Many H&SS students pursue additional majors and/or minors in the college, and in some cases in other Carnegie Mellon colleges. An additional major refers to the completion of the full requirements for a major program in addition to those required for the primary major. In most cases, requirements for an additional major are the same as those for a primary major. Minors are like majors in that they consist of coherent programs of study in a department, or across departments. Minors differ from majors in the breadth and depth reflected in the number of courses required.

Most H&SS majors are available as additional majors; a few are available only as additional majors. Students from outside H&SS are also eligible to attain an additional major in H&SS programs that offer an additional major option. In such cases, non-H&SS students would be required to complete only those courses in the H&SS General Education (GenEd) program that are prerequisites to courses required for the H&SS major they are pursuing. A number of additional majors and minors elsewhere in the university are available to H&SS students.

## Minors

In H&SS, there are two types of minors: departmental minors, which are housed in an H&SS academic department, and interdepartmental minors, which are sponsored by more than one department and administered through the faculty advisor's academic department. H&SS minors are available to students from all colleges in the University.

Name of Minor	Department
African and African American Studies	Interdepartmental
Chinese	Modern Languages
Decision Science	Social and Decision Sciences
Economics	Economics
English	English
Environmental Studies	Interdepartmental
Ethics	Philosophy
European Studies	Interdepartmental
Film and Media Studies	Interdepartmental
French and Francophone Studies	Modern Languages
Gender Studies	Interdepartmental
German	Modern Languages
Global Politics	Social and Decision Sciences
Global Systems and Management	Interdepartmental
Health Care Policy and Management	Interdepartmental
Hispanic Studies	Modern Languages
History	History
Japanese	Modern Languages
Linguistics	Interdepartmental
Logic and Computation	Philosophy
Multimedia Production	Interdepartmental
Philosophy	Philosophy
Policy and Management	Social and Decision Sciences
Psychology	Psychology
Religious Studies	Interdepartmental
Russian Studies	Interdepartmental
Science, Technology and Society	Interdepartmental
Sociology	Interdepartmental
Statistics	Statistics
Student-Defined	Interdepartmental

## Bachelor of Arts & Bachelor of Science

H&SS majors lead in some cases only to a Bachelor of Arts (B.A.) degree, in other cases only to a Bachelor of Science (B.S.) degree, and in some cases to a choice between a B.A. or a B.S. degree. B.A. degree programs usually require less course work in technical and/or quantitative disciplines, and more depth and breadth in various humanities and (in some cases) arts disciplines. In contrast, B.S. degrees are offered in areas requiring special technical, quantitative or scientific competencies.

## H&SS General Education Program

Carnegie Mellon's educational legacy emphasizes the connection between theoretical knowledge and praxis: the university's interdisciplinary approach to education embraces the practical application and analysis of knowledge in institutional, social, and historical contexts. Carnegie Mellon graduates are excellent practitioners in their chosen fields. The General Education Program (GenEd) supports that expertise and ensures that students gain the well-informed perspectives necessary to grow and change with their professions, to interact wisely with the natural environment, and to be responsible and informed citizens in an increasingly technological world and a complex global culture.

### Broad Aims

The GenEd program provides the integrative component to a Carnegie Mellon education and extends through the entire undergraduate experience. It sets crucial cornerstones and draws important connections among different facets of the students' education. Its distinctive emphases and directions foster intellectual curiosity and encourage students to gain: wide, historically informed appreciation of the arts and humanities and sciences, broad understanding of mathematics and the experimental method, critical openness to ethical reflection and social responsibility, and an acute global and environmental awareness.

It differs sharply from more traditional liberal arts or general education programs in its emphasis on integration, not only breadth. Its courses give students essential knowledge in academic disciplines, while encouraging them to connect fields and to think comparatively about the methods and materials constituting a field of knowledge. The integrative feature of the program goes beyond the purely academic and disciplinary: it asks students to reflect on their role as citizens in a world that crucially demands informed perspectives on social and international issues, diverse cultures, the natural environment, uses of technology, the allocation of human and material resources, and many other problems challenging our future.

### Categories

To transcend narrow disciplinary confines, the program isolates five broad intellectual activities - exercised in almost all disciplines: Communicating, Reflecting, Modeling, Deciding and Creating. To indicate their primary or perhaps most striking applications, the activities are supplemented by indications of general subject areas. These activities together with the broad indications are the bases for categories, in which suitable courses are organized from all parts of the University. There are five categories:

1. Communicating: Language and Interpretations
2. Reflecting: Societies and Cultures
3. Modeling: Mathematics and Experiments
4. Deciding: Social Sciences and Values
5. Creating: Designs and Productions

The schematic framework highlights central features of an ideal learning environment and the University's intellectual core mission, which is seen as part of a broader human and social enterprise. These features have been identified because they are pervasive and by no means limited to the indicated areas; for example, communicating is crucial across all fields and reflecting is not restricted to thinking about societies and cultures. Students learn to communicate, reflect, model, decide, and create as crucial components of a whole, integrative educational experience:

students gain expertise in their chosen discipline and exercise the integrative skills within them.

The program includes a rich variety of courses. Some classes encourage students to explore a subject in a basic way, providing them with the key building blocks of knowledge in the particular subject. Others are designed to ask students explicitly to reflect on knowledge, to look at the building blocks from different disciplinary, social, or global perspectives in order to gain a deeper understanding of the arts, humanities, and sciences. Here are, more explicitly, the themes for the different categories.

### Categories

1. Communicating: Language and Interpretations -  
18 units minimum  
(76-101 required in the 1<sup>st</sup> year)
2. Reflecting: Societies and Cultures -  
18 units minimum  
(79-104 required in the 1<sup>st</sup> year)
3. Modeling: Mathematics and Experiments –  
27 units minimum  
(9 from Mathematics, 9 units from Natural Science, 9 from any course listed in Modeling)
4. Deciding: Social Sciences and Values –  
18 units minimum  
(36-201 required in the 1<sup>st</sup> year)
5. Creating: Designs and Productions -  
18 units minimum
6. Plus 18 additional units from any Category
7. Computing @ Carnegie Mellon – 3 units minimum  
(99-101, 99-102 or 99-103 required in the 1<sup>st</sup> semester)
8. Freshman Seminar Requirement (FSR)  
(completed in the 1<sup>st</sup> year)

Five courses are required to be completed in the 1<sup>st</sup> year: 76-101, 79-104, 36-201, Freshman Seminar Requirement (FSR) and Computing @ Carnegie Mellon (C@CM). The Freshman Seminar Requirement may not double count toward a GenEd Category or any other requirement (ex., majors, minors).

## GenEd Category Courses

### 1. Communicating: Language and Interpretations (18 units)

Courses in this category give special attention to the study of language as interpretation, expression and argument within and across multiple discourses. Students examine language for its internal logics and structures. They also explore its rhetorical, historical, cultural, or philosophical dimensions, assessing how it functions while expanding their writing skills and sharpening their analytical abilities.

- 76-101 Interpretation and Argument – REQUIRED – 1<sup>st</sup> year  
(various topics by section; go to the H&SS General Education Website for updated topics:  
[www.hss.cmu.edu/gened/](http://www.hss.cmu.edu/gened/))

Non-native English speakers who are placed into 76-100, Reading and Writing for an Academic Context (1<sup>st</sup> semester, 1<sup>st</sup> year) use this course as the second Category 1 course, but are also required to complete 76-101, Interpretation and Argument (2<sup>nd</sup> semester, 1<sup>st</sup> year). For updated lists of other “Communicating” courses, go to the H&SS General Education website ([www.hss.cmu.edu/gened/](http://www.hss.cmu.edu/gened/)).

### 2. Reflecting: Societies and Cultures (18 units)

This category emphasizes the study of history, society, and culture from local and global perspectives. Courses investigate contemporary societies as well as those of the past, along with their rich array of cultural products, artifacts, and ideas. They encourage a comparative and reflective approach to the understanding of the past and what it can bring to the constitution of present social relations and cultural outlooks.

79-104 Introduction to World History – REQUIRED – 1<sup>st</sup> year  
For other course listings, visit the H&SS General Education website at [www.hss.cmu.edu/gened/](http://www.hss.cmu.edu/gened/).

### 3. Modeling: Mathematics and Experiments (27 units)

Courses in this category stress the interplay of mathematical (formal) theories and experimental work. Some courses investigate the internal structure of theories, whereas others use them as models for producing real-world knowledge. Such models may be drawn from a variety of disciplines including the natural sciences, but also, for example, psychology and computer science. The interactions between theorizing and experimenting (observing) can be understood within an intellectual framework that invites comparative assessment.

- Mathematics (Required: complete 9 units)
- Natural Science (Required: complete 9 units)
- Other Modeling Courses

For updated course offerings, go to the H&SS General Education website at [www.hss.cmu.edu/gened/](http://www.hss.cmu.edu/gened/).

### 4. Deciding: Social Sciences and Value (18 units)

The theme of this category is the exploration of cognitive, behavioral and ethical dimensions of decision-making on both the individual and social level. Making decisions requires a broad understanding of human rationality and social interaction. Some courses examine also the critical collection and analysis of data for achieving such an understanding, whereas others emphasize the historical development of policies and values, which form the matrix for decision-making.

36-201 Statistical Reasoning — REQUIRED

For updated course offerings, go to the H&SS General Education website at [www.hss.cmu.edu/gened/](http://www.hss.cmu.edu/gened/).

### 5. Creating: Designs and Productions (18 units)

In the arts, the humanities, the sciences, and in engineering, it is essential to produce artifacts: ex., a painting, a poem, a musical performance, a piece of technology, the design of an experiment, or the proof of a mathematical theorem. Courses may center on the students’ creation of artifacts, but they may also analyze such creations by exploring creative processes at work within and across disciplines. Such explorations should be informed by a deep understanding of contexts of production and reception.

For updated course offerings, go to the H&SS General Education website at [www.hss.cmu.edu/gened/](http://www.hss.cmu.edu/gened/).

### 6. Plus, TWO Additional GenEd Category courses (18 units)

These courses can be complete from any GenEd Category.

### 7. University Requirement (UR) (3 units)

This course is a 3 unit mini-course, pass/no credit, completed in the 1<sup>st</sup> semester.

99-101/102/103 Computing @ Carnegie Mellon

### 8. Freshman Seminar Requirement (FSR) (9 units)

This requirement ensures that all first year students entering H&SS have a small-group course experience in their first year. These seminars consist of substantive academic content drawn from the faculty members’ expertise, as well as providing a supportive environment for the enhancement of academic skills. Required of all first year H&SS students (to be completed in the first year) according to assignment by AAC Academic Advisor in the fall semester. For current seminar topics and course descriptions, go to the H&SS General Education Website at [www.hss.cmu.edu/gened/](http://www.hss.cmu.edu/gened/).

## College Services and Programs

The educational programs in H&SS are complemented by a number of services, special programs, centers, and computing facilities.

## H&SS Academic Advisory Center

Office: Baker Hall A57  
[www.hss.cmu.edu/departments/deans\\_office/aac/default.html](http://www.hss.cmu.edu/departments/deans_office/aac/default.html)

The Academic Advisory Center (AAC) for the College of Humanities and Social Sciences is primarily responsible for monitoring the progress of H&SS students prior to entering a major program. As the "home base" for H&SS students, the AAC provides information, advice, and counsel about scheduling, the college's General Education (GenEd) program requirements, and the various majors and minors available. Most important, advisors also support students in making a successful transition to university life. The advisors consider this kind of information and advice to be vital for students adapting to a new and demanding environment, working their way through the H&SS GenEd Program, and preparing for various academic and professional choices to follow. The AAC is a walk-in center, although it is preferred that individual appointments be made. The Center's hours are 8:30 a.m. to 5:00 p.m., Monday through Friday.

## H&SS Honors Program

Joseph Devine, Associate Dean for Undergraduate Studies  
[www.hss.cmu.edu/aac/honors](http://www.hss.cmu.edu/aac/honors)

From its inception in 1982, the H&SS Honors Program has provided outstanding undergraduate students with the opportunity to work individually with faculty members throughout the College. The Honors Program is a senior-year program. Admission to the Program is based on achievement of a QPA of at least 3.50 in the major and 3.25 overall, departmental recommendation, and endorsement by a faculty sponsor. Honors Students enroll in an honors course for both the Fall and Spring semesters of the senior year. Upon successful completion of the honors thesis, an H&SS Honors student qualifies for graduation with H&SS "College Honors," and will have this designation as well as the thesis title noted on the final transcript.

Students have found the Honors Program to be a very positive experience in allowing for focused, individualized work on a sustained independent project. The annual growth in the number of student participants in the program, the diversity of the topics investigated and the breadth of interest across departments attest to the popularity and impact of the program. In the opportunity it provides to demonstrate one's abilities for achievement at this level, it comprises an experience that helps significantly in presenting oneself to prospective employers or graduate programs.

## Humanities Scholars Program

Timothy Haggerty, Director  
 Office: Baker Hall 154R  
<http://www.hss.cmu.edu/hsp/>

The Humanities Scholars Program (HSP) is an undergraduate initiative to foster superior academic work within the College of Humanities and Social Sciences. Program officers work with admissions and advising to select a cohort of scholars who have a special interest or affinity in the humanities as they are conceptualized at the university. These scholars are invited into a program that includes a shared set of classes as well as a residential component during the first year.

As practiced within its four departments - English, history, philosophy and modern languages - the humanities at Carnegie Mellon provide broad reflexive analysis of humanity and its artifacts. Scholarship may incorporate, as examples, hermeneutic, ethnographic, critical, formal, or quantitative analyses within its arguments. At Carnegie Mellon, research has yielded themes that have become institutional strengths, including social and global perspectives on culture, science and technology; languages, literature and discourse; the arts in society; cognition and rational decision making; and ethics and public policy.

During the first two years of the program, scholars take a series of four seminars that are designed to introduce them to different humanities and disciplinary approaches (representative

HSP seminars can be viewed on the website). The program complements, rather than replaces, a major or minor course of study, and HSP courses help fulfill breadth requirements, including the freshman seminar requirement and selected General Education requirements within the college.

While in the program, scholars also participate in extracurricular events on campus and in the community that may include talks by visiting scholars, theater performances, conferences, and exhibits that highlight the importance of humanistic inquiry and its relevance in public discourse.

Students complete their research under the direction of a faculty advisor and meet in a research seminar headed by the director of the program in the spring of their fourth year. This seminar is designed to develop and showcase their abilities in addressing a topic from multiple interdisciplinary standpoints.

## Science and Humanities Scholars Program

William Alba, Director  
 Office: Doherty Hall 2201  
<http://www.cmu.edu/shs/>

The Science and Humanities Scholars Program (SHS) is an innovative program that is designed to enable talented students to develop an undergraduate curricular program that builds upon their interests and achievements in the humanities, natural sciences, mathematics, or social sciences. The program is based on a special general education core that provides an academic base from which students can select a major in either the College of Humanities and Social Sciences or the Mellon College of Science.

Some features of the SHS program include:

- Equal access to courses in both MCS and H&SS
- An optional residential program that allows a group of SHS first-year students to live together in a dormitory cluster
- Opportunities to collaborate with faculty in cutting-edge interdisciplinary research
- A broad selection of freshman seminars led by distinguished faculty from across the two colleges

The College of Humanities and Social Sciences and the Mellon College of Science share a common commitment to providing students with professional experiences through independent studies or research with distinguished faculty members. Both share an interest in fostering the interdisciplinary, critical thinking and problem-solving skills that lead to success.

## Study Abroad Scholarships

[http://www.hss.cmu.edu/departments/deans\\_office/aac/scholarships\\_studyabroad.html](http://www.hss.cmu.edu/departments/deans_office/aac/scholarships_studyabroad.html)

The Dean's Office for the College of Humanities and Social Sciences is pleased to offer the following scholarships to encourage study abroad.

### The Brona Stein Buerger Scholarship

These annual scholarships will provide funds for up to one or two H&SS, BHA or SHS students, from any class or major, to be used toward a semester or full year of study in an accredited program of education abroad. Current sophomores and juniors will receive preference. This award has been given in memory of Brona Stein Buerger, Margaret Morrison class of 1962.

### The Hannah Estermann Bergman Travel Fund

This annual scholarship will provide funds for up to one H&SS student who is currently studying Spanish. Preference will be given to sophomores and juniors who are Modern Languages majors. This award has been given in memory of Hannah Estermann Bergman, Margaret Morrison class of 1946.

### Alumni Travel Scholarship

Multiple scholarships are awarded each year to H&SS, BHA, and SHS students to be used toward a semester or full year of study in an accredited program of study abroad. Current sophomores and juniors will receive preference. These funds are generously provided by H&SS Alumni.

## H&SS Summer Internship Opportunity Grants

[http://www.hss.cmu.edu/departments/deans\\_office/aac/scholarships\\_summer.html](http://www.hss.cmu.edu/departments/deans_office/aac/scholarships_summer.html)

H&SS encourages students to find and undertake interesting internship opportunities for their summer employment. We understand that many of these opportunities are unpaid, or, at best, provide minimal pay. Yet it is often these very positions that provide students with first-rate, challenging work experiences that are invaluable in helping them define and move forward to their career goals.

We have instituted the H&SS Summer Internship Opportunity Grants Program to make it more possible for students to take advantage of less remunerative, worthwhile internship opportunities. Grants of up to \$2,000 per internship are available.

Who is eligible? Undergraduates with primary majors in H&SS, BHA and SHS and strong academic records are encouraged to apply. Current sophomores and juniors will receive preference. NOTE: Graduating seniors are not eligible to compete.

How to locate internship opportunities? Students are expected to find their own internships. There are many available resources open to them through the Career Center and TartanTrak; in their own particular schools and departments; and through experiences to fellow students who have participated in internships during past summers. Preference is given to students who find positions in government or non-profit agencies.

## Washington Semester Program

Connie Angermeier, Advisor  
Office: Porter Hall 208

As part of its internship offerings, Carnegie Mellon is one of a number of universities throughout the nation which participate in "The Washington Semester Program," a cooperative arrangement with The American University in Washington, D.C. Students are selected by each of the participating colleges to spend a semester in the nation's capital. The program consists of study through a seminar; an elective course or an individual research project; and an internship at one of the hundreds of Washington-based organizations. Programs are available in the following areas: American Politics; Economic Policy; Foreign Policy; International Business and Trade; International Environment and Development; Journalism; Justice; Law Enforcement; Peace and Conflict Resolution; Public Law; and Transforming Communities. More information can be found on their website: [www.american.edu/washingtonsemester/](http://www.american.edu/washingtonsemester/)

## Academic Standards and Regulations

### Transferring into H&SS

All undergraduate students in other Carnegie Mellon colleges who wish to transfer into H&SS apply in the H&SS Academic Advisory Center, Baker Hall A57. Approved transfer will be into the college. Decisions regarding transfer requests will be based on evidence of adequate prior academic performance and on the applicant's prospects for success in the H&SS major requested.

### Academic Actions

In order to maintain good academic standing, students in the College must reach or exceed minimum quality point averages (for each semester and cumulatively), and also maintain adequate progress toward completing graduation requirements. Quality point averages for good academic standing are 1.75 in the freshman year and 2.00 thereafter.

When a student fails to meet minimum performance criteria, an "academic action" normally results. Depending on the circumstances, one of three actions are taken: Probation, Suspension, or Drop. These academic actions are recommended by the College's departments based on the guidelines described below at the end of each semester and imposed by the College Council.

### Probation

A student is placed on probation when the student's performance either for the semester or cumulatively fails to meet the minimum

standard. The term of "Academic Probation" is one semester, and signifies to the student the College's insistence that academic performance return to at least minimum acceptable level. A student is removed from probation, and returned to good academic standing, when both the semester and cumulative quality point averages meet or exceed stated minimums. A student who has had one semester on probation and is not yet meeting minimum requirements, but whose records indicates sufficient progress toward meeting minimum requirements, may be continued on academic probation.

### Suspension

Academic Suspension is the usual action when a student fails to meet the minimum semester and cumulative requirements for two consecutive semesters. In general, a freshman will be suspended if the semester and overall QPA are below 1.75; for sophomores, juniors, and seniors, if these are below 2.00. Failure to maintain adequate progress toward graduation may also be a contributing factor in such decisions.

The minimum period of suspension is two semesters. At the end of that period, a student may seek readmission (on Final Academic Probation). In order to receive clearance to return, the student must do the following: formally request this clearance in writing, describing in detail the relevant activities pursued during the suspension period, provide transcripts from other colleges and universities if courses have been taken while on suspension because the College limits the number of courses that can be taken while on suspension for transfer credit, provide evidence of satisfactory on-the-job performance if the student has worked while on suspension, and furnish the names and addresses of three individuals with whom he or she has worked or studied, to whom the College will write with a request for a letter of reference on the student's behalf.

Once cleared to return from suspension by the College Dean's Office, the student must file an Application for Return from a Leave of Absence and obtain all necessary signatures. While on Suspension, students are considered to be on a "Leave of Absence" [albeit mandatory], and are governed by College and university policies concerning leaves of absence and withdrawals. See subsequent discussions of "Leave of Absence and Withdrawal from the College."

### Drop

The most severe academic action occurs when the student is dropped from the College, and not permitted to be enrolled again. This normally results when a student, already on Final Academic Probation, continues to perform at levels less than the minimum set by the College for good academic standing, and shows no indication of being able to reach an acceptable level of performance or maintain steady progress toward completing graduation requirements.

The relation indicated above between probation, suspension and drop is not automatic in all cases. These "academic actions" are based on individual student performance and are not determined purely by formula. Thus, a student who achieves a 2.00 quality point average may be placed on probation for a very erratic performance; and in special circumstances, College Council may drop or suspend a student without prior probation.

## H&SS Dean's Honor List

Each semester the College recognizes those students who have attained outstanding academic records by naming them to the College's Dean's List. H&SS students are eligible for the Dean's List who complete a minimum of 45 factorable units of work with a quality point average of at least 3.50 and with no conditional grades (I, X) at the time final grades are recorded.

Students who attain a minimum semester QPA of 3.50 through 3.74 are named to the Dean's List, with Honors; students who attain a minimum semester QPA of 3.75 or higher are named to the Dean's List, with High Honors.

Those who have completed 36 to 45 factorable units and attain a minimum semester QPA of 3.75 are named to the Dean's List with Honors.

## Course Overloads

Overloading is defined as taking more than the equivalent of five full semester courses; it usually means registering for more than 50 units per semester. Eligibility for overloading is defined as having a QPA of 3.00 (or higher) in the last completed semester and a current cumulative QPA of 3.00 (or higher). Eligibility does

not automatically allow the student to register for more than 50 units; eligible students must be granted special permission through: completing a Petition to Carry an Overload for H&SS Students form and meeting with the student's primary academic advisor to discuss overloading. If approved, online processing of the unit increase is through the academic advisor.

All petitions approved before the posting of final grades for the semester preceding the overload semester are subject to revocation if the student does not achieve a 3.00 semester QPA (or higher). It is the student's responsibility to discuss this matter with their academic advisor.

## Physical Education, StuCo and Military Science Courses

A maximum combination of nine units of credit for Physical Education, StuCo and all Military Science courses may be counted for credit toward graduation as free electives in any H&SS program. Physical Education, StuCo and Military Science courses are not included when calculating a student's QPA or when calculating units to determine eligibility to "overload."

## Course Failures and Course Repetitions

Students who fail a required course must repeat and pass it (or take and successfully complete another approved course that fulfills the requirement). Exception: Freshman Seminar courses may not be repeated. If a failed course is a prerequisite to more advanced course work within a particular course sequence, the failed course must in general be repeated before moving on to the higher level course.

Failed courses that are repeated and passed, or courses that are passed by repeated in order to obtain a higher grade, are not replaced on the student's record; both course grades remain on the record, and are included in calculating the student's official QPA.

## Internships-for-Credit

Policies and practices with respect to internships for credit vary among the College's departments. No department is obligated to provide or offer credit for an internship for its majors.

An internship for credit is a supervised professional work experience with clear links to a student's academic program performed primarily or totally outside a regular course and for which a student may be able to earn academic credit.

Each department in the College that allows its majors to earn academic credit for an internship has a statement that describes its internship policies and practices. Each department has a coordinator (or a committee) that approves, administers and monitors departmentally sponsored internships. Each department determines how (and if) an internship may be applied to its curriculum for fulfilling course requirements (i.e., whether as a required course, a course that fulfills a major requirement, or as an elective course).

Credits are earned according to the following scale: 9 units = the equivalent of 1 day (9-12 hours) per week during a semester (100 hours), 18 units = the equivalent of 2 days (12-20 hours) per week during a semester (200 hours)

A H&SS student may not earn more than 18 units of internship credit during a semester or count more than 27 units of internship credits toward fulfilling graduation requirements. An internship-for-credit is a graded experience. Each department, through its monitoring committee, will determine appropriate criteria for the grade in an internship. Students doing an internship for credit must be registered for the internship during the term (including the summer) when they are doing the work.

Some internship sponsors offer payment to an intern in addition to whatever academic credit the University offers.

The University's liability insurance for students does not cover a student while they are doing an off campus internship.

## H&SS Credit Policy for Non-Carnegie Mellon Courses

The following policy governs the practice of H&SS undergraduates taking courses elsewhere and requesting that credits for these courses transfer to their Carnegie Mellon University student record. Courses taken elsewhere will be considered for transfer credit if they and the institution offering them are of a level and rigor comparable to Carnegie Mellon University.

### Limits

Once a student enrolls in the university as a degree candidate, he or she may take a maximum of five courses (or their rough unit equivalent) elsewhere and transfer these back for credit toward their CMU degree. No courses may be transferred for these courses in the H&SS General Education Program:

- 76-101, Interpretation and Argument (or 76-100) from H&SS GenEd Category "Communicating"
- 79-104, Introduction to World History from H&SS GenEd Category "Reflecting"
- 36-201, Statistical Reasoning from H&SS GenEd Category "Deciding"
- FSR, Freshman Seminar
- C@CM, Computing @ Carnegie Mellon

In addition, no more than 2 courses from another institution may be counted for General Education; no more than 1 course from another institution may count in any one category (e.g., "Communicating," "Reflecting," etc.)

### Exceptions

These limits do not apply to credits approved through Advanced Placement Examinations, International Baccalaureate Examinations, Cross-Registration through PCHE, Washington Semester program, Study-Abroad, or Exchange and Education-Abroad courses. Exceptions to these restrictions may be made only by way of written petition to the H&SS College Council (c/o the Academic Advisory Center).

### Grades

Courses taken elsewhere must be taken for a grade of A, B or C (not Pass/Fail). A "C-" grade is not a transferable when its equivalency is below a 2.00 or 70%. Grades do not transfer and do not affect the Carnegie Mellon semester or cumulative QPA.

### External Transfer Students

For students entering CMU/H&SS as external transfers, the same five course limit applies until and unless their transfer credits reach the 180 unit ceiling stipulated by college policy. The college has a residency requirement of a minimum of 180 CMU units. If a degree have been already obtained at another institution (outside of CMU), courses that were counted toward that degree may not be used again as transfer credit toward a CMU undergraduate degree.

### Internal Transfer Students

This policy applies retroactively to students who enter H&SS through internal transfer and counts courses taken elsewhere and approved for transfer credit prior to internal transfer into H&SS.

### Students on Suspension

Students on suspension from H&SS will be permitted to receive credit for no more than three courses per semester elsewhere, and no more than a total of five courses elsewhere, while on suspension. These limits may be lower if the student has already (prior to suspension) had credits transferred under the quota limits. Clearance to take these courses for credit should be approved in advance.

### H&SS Department Limits

H&SS academic departments do not exceed these college limits, but may impose stricter limits regarding courses students propose to take elsewhere to fulfill major requirements.

### Double-Counting Courses

"Double-counting" refers to instances when a course taken to fulfill one requirement counts simultaneously toward a requirement in another major or minor program. While the College encourages study in complementary areas where majors and minors frequently share common requirements, it also wants to keep clear the meaning and integrity of the labels "major" and "minor." To preserve the integrity of these definitions, the College permits double-counting requirements on a very limited basis, and only in those instances when the course(s) in question represent only a small portion of the second program.

The College and its departments have developed program-specific guidelines for this practice that appear throughout the H&SS section of this catalog, and particularly in the case of major and minor programs that students frequently pursue in combination.

The College requires that an additional major be based on at least six independent courses, excluding prerequisites, and a minor based on at least five independent courses ("independent courses" are courses not counted toward any other program requirement).

### Graduation Requirements

Eligibility for graduation in H&SS requires that a student:

- 1) complete all General Education (GenEd) requirements,
- 2) complete all course requirements in the primary major,
- 3) achieve a cumulative quality point average of at least 2.00 for all courses taken after the 1st year,
- 4) complete 360 units with a minimum of 180 units taken at Carnegie Mellon University,
- 5) be recommended (certified) by the faculty of the College,
- 6) meet all financial obligations to the University, and
- 7) qualify for graduation no more than eight years from the date units completed toward the undergraduate degree were earned.

The College reserves the right to modify these academic standards, actions, and regulations.

### Graduation with University Honors

H&SS students who achieve an overall QPA of at least 3.50 (by the end of the 7th semester) will be recommended for graduation "With University Honors."

### Graduation with College Honors

Students who successfully complete a senior honors thesis under the auspices of the H&SS Senior Honors Program (application required) qualify for graduation with "H&SS College Honors."

## Student-Defined Program

Joseph E. Devine, Associate Dean  
Office: Baker Hall A57, H&SS Academic Advisory Center

For H&SS students whose educational goals cannot be as adequately served by the curricula of existing majors, the College provides the opportunity to self-define a major or minor. The procedure for establishing such a major centers on a written proposal, submitted to the College's Dean's Office (c/o the H&SS Academic Advisory Center). This proposal, which is to be built on the College's General Education Program, consists of two parts:

**Major Description and Rationale:** A description of the components of the proposed program of study; a presentation of the objectives of the program of study, why it represents a coherent and (given available faculty, courses, and other resources) viable course of study, and the reason(s) why these objectives cannot be accomplished within one or more of the College's existing majors.

**The Curriculum:** Presentation of a complete outline of all courses that will comprise the requirements for the major, categorized according to that component of the major program to which each belongs (e.g., mathematics prerequisites; research methods; theoretical perspectives; etc.), and second, a semester-by-semester outline that indicates when each course is to be taken (or, for any already taken, when taken and grade received). The minimum requirement for graduation is, as with all majors in the College, 360 units of credit.

Proposals and curricula are evaluated for clarity of focus, coherence and depth in related areas, and viability within the context of the College and university. Proposals should generally be developed no later than the sophomore year, and approved majors begin their program generally no later than the junior year.