

Carnegie Mellon University

School of Music

Graduate Student Handbook

2017-2018

Master of Music

- Instrumental Performance
- Keyboard Performance
- Vocal Performance
- Composition
- Collaborative Piano
- Conducting

Master of Music in Music Education

Master of Science in Music & Technology

Advanced Music Studies Certificate

- Performance/Composition
- Audio Recording and Production
- Piano Maintenance
- Music Entrepreneurship
- Dalcroze Eurhythmics

Music Education Certificate

Artist Diploma

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

Table of Contents

Welcome	pg. 3
Mission	pg. 4
Degrees Offered	pg. 4
Graduate Student Handbook	pg. 4
Carnegie Mellon Statement of Assurance	pg. 5
The Carnegie Mellon Code	pg. 5
School Resources	
School Personnel	pg. 6
School Information	pg. 7
Degree Attainment	pg. 8
Additional School Policies & Protocols	pg. 19
Financial Support	pg. 25

Welcome

At its heart, the Carnegie Mellon School of Music is a conservatory of the highest order, where the best practices and traditions of music performance are transferred from brilliant studio teachers to talented and ambitious students. Our faculty is comprised of world-class performers and teachers who know first-hand how to achieve success in a changing, challenging marketplace.

Enveloping the School of Music is Carnegie Mellon University, one of the world's great educational and research institutions. This offers our music students a unique opportunity to explore extra-musical interests.

Carnegie Mellon is situated in the City of Pittsburgh, a place with culture, art and music in abundance. Home to the Pittsburgh Symphony Orchestra, Opera, Ballet, and countless other performing arts groups, its cultural landscape is the envy of many other cities.

The Carnegie Mellon School of Music is a stimulating place because passionate people with remarkable skills are doing extraordinary things.

Mission

The Carnegie Mellon School of Music combines the strengths of a professional conservatory program with those of an innovative global research university to offer an education that fosters the artistic excellence, discipline, skills and entrepreneurship required by today's competitive, dynamic music field.

Degrees Offered

The School of Music offers the following Masters degrees:

Master of Music in Instrumental Performance
Master of Music in Keyboard Performance
Master of Music in Vocal Performance
Master of Music in Composition
Master of Music in Collaborative Piano
Master of Music in Conducting
Master of Music in Music Education
Master of Science in Music and Technology

The School of Music offers the following Graduate Certificate Programs:

Advanced Music Studies Certificate

- Individual Performance (instrumental, vocal, piano)
- Orchestral Performance
- Chamber Music Performance
- Composition
- Conducting
- Audio Recording and Production
- Piano Maintenance
- Music Entrepreneurship
- Dalcroze Eurhythmics

Music Education Certificate

Artist Diploma

Graduate Student Handbook

The information that can be found within this handbook is applicable to graduate students in the School of Music. Some of the policies are University-wide, and pertain to all graduate students in all programs, and some are set in place directly by the School of Music, and pertain to only those students in its programs. More information on University policies can be found here:

<http://www.cmu.edu/policies/index.html>

This handbook is available online at music.cmu.edu, and can be provided in large print format upon request to Zach Reeder via email at zreeder@andrew.cmu.edu or in person in CFA 108.

University Policies & Expectations

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

- The Word/Student Handbook: www.cmu.edu/student-affairs/theword//index.html
- Academic Integrity Website: www.cmu.edu/academic-integrity
- University Policies Website: www.cmu.edu/policies/
- Graduate Education Website: <http://www.cmu.edu/graduate/policies/index.html>
- Office of International Education Website: <http://www.cmu.edu/oie/index.html>

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

Carnegie Mellon University Statement of Assurance

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

Inquiries concerning the application of and compliance with this statement should be directed to the vice president for campus affairs, Carnegie Mellon University, 5000 Forbes Avenue, Pittsburgh, PA 15213, telephone 412-268-2056.

Obtain general information about Carnegie Mellon University by calling 412-268-2000.

The Statement of Assurance can also be found on-line at:
<http://www.cmu.edu/policies/documents/SoA.html>.

The Carnegie Mellon Code

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

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

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

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

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

The Carnegie Mellon Code can also be found on-line at:
<http://www.cmu.edu/student-affairs/theword/code.html>.

School Resources

School Personnel

- Dean of the College of Fine Arts- Dan Martin
- Head of the School of Music- Denis Colwell
- Director of Graduate Studies- Natalie Ozeas
- Graduate Student Department/College Ombudsman
 - Sharon Johnston- Director of Student Services
 - Phone: 412-268-2385
 - slj@andrew.cmu.edu
 - Additionally, students may confer with the university graduate student ombudsman, Suzie Laurich-McIntyre, slaurichmcintyre@cmu.edu, on issues of process or other concerns as they navigate conflicts. Suzie Laurich-McIntyre is the Assistant Vice Provost for Graduate Education.
- Faculty- <http://music.cmu.edu/profiles>
- School of Music Offices
 - CFA 105
 - Denis Colwell- Head and Associate Professor
 - Phone: 412-268-2384
 - dc38@cmu.edu
 - Ross Garin- Assistant Head & Financial Manager
 - Phone: 412-268-6627
 - garin@cmu.edu
 - Sharon Guberman- Executive Administrator and Alumni Liasion
 - Phone: 412-268-2384
 - skg3@cmu.edu
 - CFA 108
 - Colby Carson- Director of Recruitment and Enrollment
 - Phone: 412-268-4118
 - wccarson@cmu.edu
 - Sharon Johnston- Director of Student Services & Undergraduate Advisor
 - Phone: 412-268-2385
 - slj@andrew.cmu.edu
 - Zach Reeder- Assistant Director of Music Admission and Student Services
 - Phone: 412-268-8131
 - zreeder@andrew.cmu.edu
 - CFA 110
 - Daniel Barrett- Coordinator of Special Music Programs
 - Phone: 412-268-3667
 - dbarrett@andrew.cmu.edu
 - Natalie Ozeas- Director of Graduate Studies
 - Phone: 412-268-2382
 - nlozeas@andrew.cmu.edu

- Other School of Music Staff
 - Rich Kawood- Information Technology Coordinator
 - rkawood@andrew.cmu.edu
 - Wei Lim- Coordinator of Recording Services
 - limwei@cmu.edu
 - Robert Skavronski- Director of Operations
 - rs73@andrew.cmu.edu

School Information

- School Directory- <http://music.cmu.edu/profiles>
- Bulletin Boards
 - CFA 108- Music Admission and Student Services
 - CFA 105- General School of Music
 - CFA 110- Music Extension Division and Pre-College
- Mailboxes
 - Staff- CFA Mezzanine level near North stairwell
 - Student Folders- CFA 108
- Computer Clusters
 - CFA 3rd floor clusters
 - CFA 317
 - CFA 318
 - CFA 321- Sound Room
 - CFA 323- Multimedia Studio
 - Hunt Library 4th floor cluster
- Copy Machine
 - CFA 108
 - Available only to School of Music faculty, staff, and designated graduate assistants
 - Available Monday-Friday 9:00am-11:45am, 12:15pm-5:00pm
- Practice rooms
 - Available to all School of Music students on a first-come, first-served basis and cannot be reserved
- Key Distribution
 - Key Scheduling Office
 - CFA Room M178
- Purchases on behalf of the School of Music should only be made after getting approval from a School of Music staff member, and original receipts must be presented to the Assistant Head, Ross Garin, within 30 days of purchase
 - University Business and Travel Expense Policy: <http://www.cmu.edu/finance/controller/bte/index.html>
- School Office/Building Security, Repairs and Services
 - Contact Robert Skavronski- Director of Operations for the School of Music
- Student Organizations
 - Graduate Student Assembly
 - <http://www.cmu.edu/stugov/gsa/>

Degree Attainment

The following policy was taken from the School of Music Master of Music General Academic Requirements and Academic Actions policy, which can be found [here](#).

Students who are accepted to begin work in the master of music program at Carnegie Mellon University are not automatic candidates for the degree. All graduate students in the Carnegie Mellon School of Music must complete 36 hours of graduate courses with a cumulative QPA of at least 3.0, and have received a grade of at least a B each semester in the student's major area to have completed the program.

All master of music candidates are required either to pass basic competency examinations in music history and theory, or if failing to pass the examination, then to pass with a grade of B- or better the appropriate graduate courses before they may receive the degree. In the event that a student does not pass the remedial course, the next steps will be determined at the consultation of the Director of Graduate Studies. All competency examinations and/or coursework must be completed before registering for the third semester of study at Carnegie Mellon.

Master of music candidates in performance must perform a minimum of one full recital. All master of music candidates must pass a comprehensive review in their major area. Successful completion of this review is a requirement for graduation. Guidelines for the comprehensive review project can be found on Inside Music, or at this [link](#).

Students will complete all requirements for their graduate program within a maximum of seven years from original matriculation as a master's student, or less if required by a more restrictive department, school or college policy. Once this time-to-degree limit has lapsed, the person may resume work towards their program only if newly admitted to a currently offered program under criteria determined by that program. Under extenuating circumstances, such as leave of absence, military or public service, family or parental leave, or temporary disability, a college/school may, upon the relevant department's recommendation and with the written approval of the dean (or designate), defer the lapse for a period commensurate with the duration of that interruption. Students who are pursuing the master's degree as part-time students for all semesters of their program, as approved by their program, may also appeal to their program or department for extension of the time to degree limit. This rule will apply to all master's students matriculating at Carnegie Mellon University beginning in Fall 2012. The university Statute of Limitations policy is outlined in the next page of this document.

Normally, graduate credit earned at other institutions will not be accepted toward a graduate program at Carnegie Mellon. Students may petition for an exception to this policy.

Students will receive a "WARNING" if they fail to maintain standards in a required course or a cumulative 3.0 QPA. Warning action is intended to notify students of unsatisfactory work, so that they may take steps to determine and correct the difficulty. Graduate students may be dropped from their programs at any time if the faculty believes that they are failing to maintain the professional standards of the school or failing to make sufficient progress during any semester.

Statute of Limitations

As outlined in the Master's Students Statute of Limitations, <http://www.cmu.edu/policies/documents/MastersStudentStatuteLimitations.html>, students who have matriculated at Carnegie Mellon beginning Fall 2012 will complete all requirements for the master's degree within a maximum of seven years from original matriculation as a master's student, or less if required by a more restrictive department, school or college policy. Once this time-to-degree limit has lapsed, the person may resume work towards a master's degree only if newly admitted to a currently offered master's degree program under criteria determined by that program.

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

Full-time Status and Part-time Status

All School of Music graduate programs are intentionally defined as full time programs. Graduate students are required to maintain a course load of 36 units per semester to maintain full time status. Anything below a status of 36 units, even if the student was originally registered for 36 or more units and dropped below that number, is considered part time.

The Office of International Education (OIE) and visa status for international graduate students requires a minimum of 36 units for each semester.

Graduate students who wish to complete a graduate program as a part time student are considered case-by-case, and should contact the Director of Graduate Studies.

School Registration Process and Procedures

Registration (Checklist)

1. Check your enrollment status! Make sure that you are financially cleared and that your academic information is correct.
 - a. Check Student Information On-line (SIO) at: <https://acis.as.cmu.edu/sio> to confirm your enrollment status, class level and home department.
2. View the School of Music Class Schedule or University Class Schedule to locate specific classes.
 - a. The School of Music schedule is at: <http://music.cfa.cmu.edu> under Registration and Scheduling Information>Class Schedule. The Carnegie Mellon University schedule is at: <https://enr-apps.as.cmu.edu/open/SOC/SOCServlet>
 - b. Class type (music support, etc.) is found on the School of Music Class Schedule. Course descriptions and notes are found on the University Class Schedule by clicking on the course number. In addition to department, the University Class Schedule can be searched by mini courses only, course level, instructor, starting time, and keyword.
3. Draft your class schedule on the Registration Worksheet or at Draft your class schedule on the Registration Worksheet or at Student Information Online (SIO) (<http://www.cmu.edu/hub/sio>).
 - a. The Music Curriculum Checklists, Registration Checklist, Registration Class Instructions, Registration Worksheet, and other registration information can be found in CFA 108 and/or at: <http://music.cfa.cmu.edu>
4. Make an appointment to meet with Sharon Johnston, the School of Music undergraduate academic advisor, or Natalie Ozeas, the School of Music graduate academic advisor, to discuss your scheduling options.
 - a. Sharon Johnston or Natalie Ozeas can assist you with planning your class schedule, evaluating your academic progress, and checking your graduation requirements.
 - b. MEETING WITH YOUR ACADEMIC ADVISOR IS RECOMMENDED. IF NOTIFIED, MEETING WITH YOUR ACADEMIC ADVISOR BEFORE REGISTRATION IS REQUIRED.
 - c. Also, you may wish to make an appointment to meet with your studio teacher, who is your professional advisor; and if applicable, the faculty member who is also your professional advisor and mentor. (If you don't have a professional advisor/mentor and you are interested in having one, please see Sharon Johnston.)
5. Double check to make sure that the classes you are taking are applicable to your curriculum requirements!
 - a. It is wise to review your Music Curriculum Checklist prior to making any final decisions on which classes to take and to then discuss any questions or concerns you may have with Sharon Johnston or Natalie Ozeas.
6. Be aware of exceptions that may affect you.
 - a. If you anticipate registering for an overload (depending on your current QPA, over 58 or 70 units for undergraduate students, or over 48 units for graduate students), please complete and submit a registration worksheet to Sharon Johnston or Natalie Ozeas BEFORE you register.
 - b. If you are a graduate student, and anticipate registering for a class with an undergraduate course number only, please complete and submit an undergraduate credit petition to Natalie Ozeas BEFORE you register. You may register for up to 12 units of undergraduate classes as electives without special permission – certain restrictions apply.

7. Once you have checked your enrollment status, drafted your schedule, and double checked your requirements, go online and register .
 - a. Online Registration is located at: Student Information Online (SIO)
<http://www.cmu.edu/hub/sio>
 - b. Registration dates and times are located at: Student Information Online (SIO)
<http://www.cmu.edu/hub/sio> on the Plan Course Schedule page under the Course Schedule tab
 - c. All students must register at their assigned times. You must be enrolled (registered and financially cleared) by the first day of the semester. You may continue to add classes until the add deadline.
 - d. **In some cases, you may need to be registered as full-time (36 units total) in order for your loan to be processed.**
 - e. You should register first for what you're behind in, second for what you need now, and third for what you want now. When in doubt, follow the instructions. Be careful! Register for the correct course numbers (if there are two numbers, the graduate number is the higher number of the two), section letters, units (if the class has variable units), and co-requisites (if applicable).
8. Register as soon as possible.
 - a. Don't procrastinate! You may not get a space in your preferred section of a class, or in a class with limited spaces. In some instances, you may need to schedule an appointment with Sharon Johnston or Natalie Ozeas to discuss registering for a specific class. Do this as soon as possible in order to avoid the possibility of being put on a class waitlist. Once you are on a waitlist, it is not assured that a space will be reserved for you in that specific class! If the class is needed for graduation or for any other critical purpose, schedule an appointment with Sharon Johnston or Natalie Ozeas to discuss your options.
9. Once you have completed your registration, you can change it.
 - a. If you want to add or drop a course, speaking first with Sharon Johnston or Natalie Ozeas is recommended. If it is a required music course, petitioning to drop the course is required. Then, go to SIO and either add or drop the course. If there is a problem doing so, see Sharon Johnston or Natalie Ozeas. Once you are eligible to begin the registration process, you can continue the process until the add and drop deadlines of the applicable semester.
10. Track your curriculum progress online.
 - a. Check how many classes and units you have taken, what your grades are, and what your current cumulative QPA is by doing a Carnegie Mellon University Academic Audit at:
<https://acis.as.cmu.edu/gale2/audit/degreeaudit.html>

Registration (Class Instructions)

Project/Recital/Outreach Performance/Comprehensive

- If you are planning to complete one or more of the following requirements, please register for the indicated course number. These are 0-unit, pass/no-credit courses.
 - Graduate Composition Project 57-796 A2 or A4
 - Graduate Recital (first year, for piano and strings) 57-798 A2 or A4
 - Graduate Recital (second year, for all) 57-898 A2 or A4
 - Advanced Music Studies Recital 57-990 A2 or A4
 - Artist Diploma Recital (first year, fall or spring) 57-991 A2 or 57-992 A4
 - Artist Diploma Recital (second year, fall or spring) 57-993 A2 or 57-994 A4
 - Outreach Performance 57-790 A2 or A4
 - Comprehensive (Analysis) conducting/performance majors 57-793 A2 or A4
 - Comprehensive (Notes) conducting/performance majors 57-794 A2 or A4
 - Comprehensive (Analysis Paper) composition majors 57-795 A2 or A4
 - Comprehensive (Music Ed) music education majors 57-800 A2 or A4
- For the Outreach Performance and the Comprehensives, see the information available in CFA 108 and at <http://music.cfa.cmu.edu> Please note the procedures and the deadlines.

Chamber Music / Sonatas Permission

- If you need to complete the Chamber Music requirement, and you wish to request a coach for a partially formed or complete group, please submit a general or string quartet Chamber Music/Sonatas Group Form. (The forms are at <http://music.cfa.cmu.edu> under Registration.) If you need to complete the Chamber Music requirement, and you are not part of a group, a chamber music coordinator will place you in a group. In either case, please initially register for the applicable course number.
 - Brass Chamber Music 57-235 (undergraduate) or 57-935 (graduate) section Z
 - String Quartet Chamber Music 57-226 (undergraduate) or 57-926 (graduate) section J
 - Woodwind/Mixed Chamber Music 57-228 (undergraduate) or 57-928 (graduate) section Z
- The School of Music will add the course to your schedule. Chamber Music or Sonatas may be arranged only with a coach who is approved by the School of Music. The Chamber Music/Sonatas deadline applies: You may not register for Chamber Music or Sonatas after the announced deadline without special permission.

Collaborative Piano Permission

- Please complete and submit a Collaborative Piano Permission Form. The School of Music will add the course to your schedule. The add deadline applies: You may not register for Collaborative Piano after the 10th day of the semester without special permission.

Independent Study Permission

- Please complete and submit an Independent Study Permission Form. The School of Music will add the course to your schedule. An Independent Study may be arranged only with a full-time faculty member. The add deadline applies: You may not register for Independent Study after the 10th day of the semester without special permission.

Collaborative

- Piano majors must fulfill this requirement by submitting a permission form for Collaborative Piano or Chamber Music / Sonatas.

Major Studio

- You are required to register for major studio every semester.

- Please register for 57-7xx (Major Studio). Co-requisite course for graduate orchestral instrument majors: 57-818 (Major Instrumental Ensemble).

Major Ensemble

- If applicable, you are required to register for a major ensemble every semester. Co-requisite course: 57-7xx (Major Studio)
 - If you are a graduate orchestral instrument major, you will register for 57-818, Major Instrumental Ensemble section A.

Keyboard Studies

- Graduate Composition Majors Only: You must fulfill this requirement by registering yourself for a space in Keyboard Studies (57-791 for 6 units), if you will be in your first semester of the class, or for Keyboard Studies (57-792 for 6 units), if you will be in your second semester of the class. (See Sharon Johnston for more information.)

Production For Voice Majors

- If you have been cast in the production, please register for 57-771 (fall) or 57-772 (spring).

Vocal Coaching For Voice Majors

- If applicable, voice majors are required to register for Vocal Coaching (57-523). The School of Music will add the course to your schedule.

Music Support Courses

- Music Support courses can only be academic courses inside of the School of Music (57-7xx, 57-8xx, 57-9xx). A performance course may not be taken as a music support course. HINT: Look at the Music Schedule of Music Support Classes, Music Support Courses Two-Year Rotation list, the Selected Course Descriptions list and/or search for Music Support courses on the School of Music Schedule of Classes at <http://music.cfa.cmu.edu>

Elective Courses

- Elective courses can be any courses inside or outside of the School of Music (xx-7xx, xx-8xx, xx-9xx). HINT: Look at the School of Music Schedule of Classes at <http://music.cfa.cmu.edu> and at the University Schedule of Classes at <https://enrapps.as.cmu.edu/open/SOC/SOCServlet>

[Registration \(Cross Registration\)](#)

Carnegie Mellon University students are permitted to cross-register at any of the ten Pittsburgh Council of Higher Education (PCHE) institutions for courses not offered at Carnegie Mellon. The opportunity to cross-register is open to all full-time graduate and undergraduate students. Students will not be charged any additional tuition charges; however, they must pay special course or laboratory fees to the host institution if necessary. Students do not acquire status at the host institution, but they will have library and bookstore privileges. Cross-registration applies to fall and spring semesters only. Students must be registered for at least 36 units prior to adding a PCHE course.

INSTRUCTIONS FOR OUTGOING CROSS-REGISTRATION:

1. Complete the cross-registration form in its entirety including all required course information as well as obtaining advisor and dean's signatures. Student's advisor and dean are responsible for assuring eligibility for the course in which the student intends to enroll. If student is registering for a course at the University of Pittsburgh, both the course number and the CRN number listed in their catalog should be included. If the class has a restriction or special permission requirement, the student must go directly to the University of Pittsburgh's offering department and request and complete an "Admission to Closed/Restricted Course" form. This form must be processed by the University of Pittsburgh's Registrar's Office in order to be registered into their student system. It is the student's responsibility to provide Carnegie Mellon's University Registrar's Office with a copy of the permission slip.
2. Students wishing to cross register for more than one course must have a letter of approval from their dean. Students enrolled in an approved joint program between two PCHE institutions are exempt from the requirement of being full-time at either school. This information must be indicated on the top of the cross registration form at the time the form is submitted to the University Registrar's Office.
3. **Students in their final semester should not cross-register for classes. Due to various final grade submission deadlines of the other institutions, grades are often late and may delay degree certification.**
4. Auditing - If students choose to audit a class, they must adhere to the deadlines set forth by the host institution. No exceptions will be granted. Also, students must submit a course audit approval form (available at the host institution) to the CMU University Registrar's Office within the first 10 days of class.
5. Pass/Fail - If students choose to take a class at the host institution, they must adhere to the deadlines set forth by the host institution. No exceptions will be granted. Also, students must submit a pass/no pass approval form (available at the host institution) to the CMU University Registrar's Office by the deadline in the [Academic Calendar](#).
6. The Registrar's Office of the host institution will notify student regarding whether the cross registration request has been accepted or if special permission is required for registration. If the student attends classes at the host institution after notification without first obtaining written approval, the student will not receive credit. If the course doesn't appear on student's schedule within 10 working days, contact [The HUB](#) for resolution.
7. Once The HUB has received confirmation from the host institution of enrollment; student will see a temporary placeholder course on their schedule (i.e. UPITT, CCAC etc.). Before final grades are due, the place holder course will be removed and an assigned course number and title verified by the host institution will be entered on the student's schedule.
8. Carnegie Mellon students wishing to drop their cross-registration course, should contact the [University Registrar's Office](#). Students wishing to drop a course must adhere to the drop deadlines set forth by the host institution. No exceptions will be granted. The University Registrar's Office will inform the host institution.
9. The host institution will report student's final grade(s) to the University Registrar's Office. Please be aware that final grade(s) may be delayed due to various academic calendar and grade processing schedules among PCHE institutions. PCHE institutions do not report mid-term grades.

Residency Requirements

A candidate for a School of Music master's degree must complete at the university a minimum of three semesters of full-time study, or the equivalent of part-time study, comprising at least 108 units of coursework.

Course Requirements and Related Policies/Protocols

The curriculum for each area of study can be found at the following webpages:

[Master of Music in Instrumental Performance](#)

[Master of Music in Keyboard Performance](#)

[Master of Music in Vocal Performance](#)

[Master of Music in Composition](#)

[Master of Music in Collaborative Piano](#)

[Master of Music in Conducting](#)

[Master of Music in Music Education](#)

[Master of Science in Music and Technology](#)

[Advanced Music Studies in Individual Performance/General Composition](#)

[Advanced Music Studies in Orchestral Performance/Special Composition](#)

[Advanced Music Studies in Chamber Music Performance](#)

[Advanced Music Studies in Audio Recording and Production Certificate](#)

[Advanced Music Studies in Piano Maintenance Certificate](#)

[Advanced Music Studies in Music Entrepreneurship](#)

[Music Education Certificate](#)

[Artist Diploma](#)

- In order to receive the Master of Music Education, the student must complete a total of 120 units. For all other programs, 144 units must be completed to receive the degree.
- The number of electives required, listed by concentration, can be found below:
 - Vocal Performance: 18-27 units
 - Orchestral Instruments: 21 units
 - Composition: 21 units
 - Conducting: 9 units
 - Keyboard: 21 units
 - Music Education: 24 units
 - Collaborative Piano: 12 units
 - Music and Technology: 26 units
- Some music courses can be double counted toward the graduate degree.
 - For questions on whether a particular course can be double counted, contact Sharon Johnston.
- Some courses outside of the School of Music can satisfy the requirements for the degree.
 - For questions on whether a particular outside course can satisfy the required curriculum, contact Sharon Johnston.

- Grades of “incomplete” can be assigned by instructors if the work for the course has not been completed by the grade deadline with the expectation that the student will complete the work and the grade will be updated retroactively.
- In order to petition a particular School of Music policy, the student must fill out a [petition form](#) and submit to Sharon Johnston for approval.
 - Note that there are various petition forms on this website. Please select the appropriate form for the particular policy that you are petitioning.
- In order to withdraw from a course after the withdraw deadline, contact Zach Reeder or Sharon Johnston to submit your request.
- Make up work/exam policies are set by the faculty for each course.
- To apply work done in a previous semester and/or program to the requirements for the graduate degree in progress, students should contact Sharon Johnston for more information on **submitting a petition** for that requirement.
- Transfer Courses & PCHE
www.cmu.edu/policies/documents/TransferCredit.html
 Carnegie Mellon University offers students the opportunity to take courses for credit through a cross-registration program (see Pittsburgh Council on Higher Education (PCHE) and Cross-registration below) and through the receipt of transfer credit from other accredited institutions. The Carnegie Mellon University transcript will include information on such courses as follows: Carnegie Mellon courses and courses taken through the university's cross-registration program will have grades recorded on the transcript and be factored into the QPA. All other courses will be recorded on this transcript indicating where the course was taken, but without grade. Such courses will not be taken into account for academic actions, honors or QPA calculations. (Note: suspended students may take courses elsewhere; however, they may receive transfer credit only if their college and department's policies allow this.)
- Department Policy for transfer credit
 - Acceptance of transfer credit towards the requirements for a School of Music master's degree is approved by special permission via a School of Music general petition directed to the Graduate Studies Committee.
 - The credit must be documented by an official transcript from an accredited university or conservatory showing an A or B grade for the courses or courses and the course description must also be included. The student may be required to provide supporting documentation that may include the syllabus and/or work completed for the course.
 - If the transfer credit is approved, units but not grades will be listed on the student's CMU transcript.
 - Transfer credit may not be approved if the courses are not graduate level and/or not relevant to a music master's degree.
- Courses to be completed remotely or for study off-campus
 - For questions relating to distance education, or coursework completed off campus, students should contact Sharon Johnston.
- If a student holds a Bachelor's degree in a discipline other than music and wishes to pursue the Master's Degree in Music, and is accepted into the program, there may be additional remedial courses that will be required for degree completion.
- Students will follow the course add/drop procedure and timeline set forth by the university registrar's office. The deadlines for add/drop can be found in the [academic calendar](#). In order to add/drop a course, students should first consult with the Graduate Student Advisor, Natalie Ozeas.

Grades and Grading

- Normally, graduate credit earned at other institutions will not be accepted toward a graduate program at Carnegie Mellon. Students may petition for an exception to this policy.
- The School of Music follows the grading policy set forth by Carnegie Mellon University. Specifically, grading for School of Music classes is based on the requirements outlined in the syllabus for the class; grading for School of Music ensembles is based on the requirements stated in the written policies for the ensemble, which may include attendance. A detailed grading policy can be found [here](#).
- Students must stay in successful academic standing in order to receive the Master of Music degree.
 - This is defined as maintaining a cumulative QPA of at least a 3.0 or higher and no grade below a “B”, maintaining the professional standards of the school, and making sufficient progress each semester.
- The School of Music follows the College of Fine Arts guidelines for academic actions. This policy can be found [here](#).
- University Policy on Grades
www.cmu.edu/policies/documents/Grades.html
This policy offers details concerning university grading principles for students taking courses and covers the specifics of assigning and changing grades, grading options, drop/withdrawals and course repeats. It also defines the undergraduate and graduate grading standards.
- Policy on Grades for Transfer Courses
www.cmu.edu/policies/documents/TransferCredit.html
Carnegie Mellon University offers students the opportunity to take courses for credit through a cross-registration program (see Pittsburgh Council on Higher Education (PCHE) and Cross-registration below) and through the receipt of transfer credit from other accredited institutions. The Carnegie Mellon University transcript will include information on such courses as follows: Carnegie Mellon courses and courses taken through the university's cross-registration program will have grades recorded on the transcript and be factored into the QPA. All other courses will be recorded on this transcript indicating where the course was taken, but without grade. Such courses will not be taken into account for academic actions, honors or QPA calculations. (Note: Suspended students may take courses elsewhere; however, they may receive transfer credit only if their college and department's policies allow this.)
- Courses that are graded as Pass/Fail cannot count towards the Master's Degree.
- When a course is repeated, all grades will be recorded on the official academic transcript and will be calculated in the student's QPA. This is the case regardless if the first grade for the course is a passing or failing grade. When a student takes a course s/he has already passed, only one set of units will count towards graduation requirements.

Academic Integrity

Please review the University expectations at: <http://www.cmu.edu/academic-integrity/>

Please review the entire policy at

<http://www.cmu.edu/policies/documents/Academic%20Integrity.htm>

School Expectations on Academic Integrity are inline with the University policies listed above. The School of Music reserves the right to administer more severe repercussions than those outlined in the University policies. Violations of Academic Integrity will be handled by the Director of Graduate Studies on a case-by-case basis.

University-wide Protocol

<http://www.cmu.edu/academic-integrity/documents/academic-disciplinary-actions-overview-for-graduate-students.2013.pdf>

Independent Study/Directed Reading (if applicable)

- To register for an Independent Study, a music student must write a brief proposal, obtain the approval of a full-time music faculty member as supervisor of the independent study, and submit an Independent Study permission form that has been signed by the student and the faculty supervisor. Students register for an Independent Study on a semester-by-semester basis, with the same registration and grade deadlines as for a class.

Teaching Requirements

- The School of Music does not typically offer any Graduate Teaching Assistantships.

Internship/Co-op Requirement

- An internship or co-op is not required but can be taken as an elective. For more information, contact the Director of Student Services, Sharon Johnston.

Non-thesis Research Requirements

- All Graduate Students pursuing the Master of Music degree are required to complete a [Graduate Comprehensive Project](#)
 - The Graduate Comprehensive Project serves as a capstone review to the master's degree curriculum in which the student analyzes, researches, and writes about the music to be performed on his or her final graduate recital. The National Association of Schools of Music, the accrediting agency for Carnegie Mellon's School of Music, mandates that candidates for the Masters Degree in Music successfully pass a comprehensive review as an exit requirement for the granting of the degree. In keeping with this requirement, the graduate faculty of the CMU School of Music have designed a final project that meets this objective while maintaining a strong relevance to each student's major area of study, whether performance, composition, or conducting.
- Research funding options
 - [Gindroz Prize for Travel](#)
 - [School of Music Travel Funds Application](#)

- [GSA/Provost Conference Funding](#)
- GuSH Research Funding is a source of small research grant funds provided by GSA and the Provost's Office and managed by the Office of the Assistant Vice Provost for Graduate Education. Students can find more information about the application process and deadlines at: www.cmu.edu/graduate.
- Resources and Regulations Governing Research at Carnegie Mellon
 - [Office of Sponsored Research](#)
 - [Office of Research Integrity & Compliance](#)
 - [Intellectual Property Policy](#)
 - [Policy on Restricted Research](#)
 - [Human Subjects in Research Policy](#)

Thesis Requirement

- A Thesis is required for degree completion in select programs.
 - For information specific to the thesis requirement for the Master of Music Education, contact Natalie Ozeas.
 - For information specific to the thesis requirement for the Master of Music and Technology, contact Riccardo Schulz.

Description/Outline of Common or Regular Reviews & Evaluations by School

In addition to evaluations during individual classes, School of Music graduate students are evaluated in one or both of two ways:

- By the School of Music faculty during a faculty meeting scheduled immediately after the end of every semester specifically for the purpose of reviewing the overall academic performance of students in academic difficulty in a class or classes. The joint written evaluation is mailed to the student immediately after the meeting and includes a description of the procedure for the student to question or appeal the evaluation.
- By the applicable School of Music studio faculty during juries scheduled at the end of every semester specifically for the purpose of reviewing the studio performance of all performance majors. The studio faculty prepares their students for the juries. The individual written evaluations are provided to the student immediately after the jury. Students can discuss the jury evaluations with their studio teachers.

An unsatisfactory evaluation can result in the student being placed on academic action or dropped from the School of Music. If the student is placed on academic action, conditions for the student to meet to return to good academic standing are communicated to the student and advice and support are provided by advisors, faculty, and the university as applicable, and the student is re-evaluated after the end of the following semester.

Graduate Certification Process and Degree Title

- The degree will appear on the diploma as follows:
 - Graduate Degree Programs
 - Master of Music
 - ◆ Instrumental Performance
 - ◆ Keyboard Performance

- ◆ Vocal Performance
- ◆ Composition
- ◆ Collaborative Piano
- Master of Music in Music Education
- Master of Science in Music & Technology
- Graduate Certificate Programs
 - Advanced Music Studies Certificate
 - ◆ Individual Performance/Composition
 - ◆ Orchestral Performance
 - ◆ Chamber Music Performance
 - ◆ Audio Recording and Production
 - ◆ Piano Maintenance
 - ◆ Music Entrepreneurship
 - Music Education Certificate
 - Artist Diploma

Process for Taking & Returning from Leave of Absence

University process: <http://www.cmu.edu/hub/registration/leave.html>

- Student Leave Of Absence
 - A leave of absence should be taken when a student is, for any reason, unable to participate fully in the professional program of the School of Music for an extended period of time. A Leave of Absence Form must be submitted and can be found here: <http://www.cmu.edu/hub/forms.html> If the leave is taken before the drop deadline for a semester, all courses will be dropped from the student's transcript for that semester and this will not reflect adversely on the student's record. All payments will be refunded if a leave is taken before the first day of the semester. Information about tuition adjustment after a semester begins can be found here: <http://www.cmu.edu/hub/tuition/adjustment.html>
- Student Professional Opportunities
 - Musical performance opportunities do not wait until you're out of school to present themselves, but all are not equally important. Your private instructor is your primary source of information on the value of an opportunity. Or, if the opportunity conflicts with your School responsibilities, the affected instructor's approval must be obtained. If an opportunity arises that does not conflict with any of your School responsibilities, check with your studio teacher for advice. If an opportunity comes up that conflicts with your responsibilities either during the semester or at the beginning of the semester or at the end of the semester, but it appears to be a rare opportunity, check with your studio teacher and with the professor(s) whose class(es) or rehearsal(s) you would need to miss. You must not commit yourself until you have received permission to participate from the School, and in the case of an audition opportunity, until you have contacted the applicable organization about scheduling your audition to minimize conflicts with your School of Music responsibilities. You must submit an

Excused Absence Petition Form, available here: <http://music.cfa.cmu.edu/> or CFA 108

- School policies on Attendance and Leave of Absence can be found [here](#).

Process for 'Withdrawal' from Program

University process <http://www.cmu.edu/hub/registration/leave.html>

Enrollment Verification

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

Additional Department and University Policies/Protocols

Assistance for Individuals with Disabilities

The Office of Disability Resources at Carnegie Mellon University has a continued mission to provide physical and programmatic campus access to all events and information within the Carnegie Mellon community. We work to ensure that qualified individuals receive reasonable accommodations as guaranteed by the Americans with Disabilities Act (ADA) and Sections 503 and 504 of the Rehabilitation Act of 1973. Students who would like to receive accommodations must submit a [Voluntary Disclosure of Disability Form](#) to access@andrew.cmu.edu to begin the interactive accommodation process.

For more information please see <http://www.cmu.edu/education-office/disability-resources/>. Students with disabilities are encouraged to self-identify with Equal Opportunity Services by contacting Catherine Getchel, 412-268-6121, getchell@cmu.edu to access the services available at the university and initiate a request for accommodations.

Student-Professor Relationship

- Students are expected to maintain a professional demeanor when interacting with School of Music faculty and professors.

Advising

- **Philosophy**
 - The School of Music seeks to graduate every student accepted into its program. Much care is given, therefore, to the selection process. While an emphasis is placed on the audition, the academic profile of each student is considered carefully before acceptance into the program is granted. Students are accepted as music majors only when the professional faculty feel they have potential for careers in music, and their college records indicate they are also capable of succeeding academically at Carnegie Mellon.
- **Structure**
 - The School of Music has a three-tier system of advising: Academic Advisor (Director of Student Services for undergraduate students, Director of Graduate Studies for graduate students), Professional Advisor, and School Head.
- **The Role of the Advisor**

- Academic Advisor
 - The School of Music's Director of Student Services and Director of Graduate Studies follow the students from the beginning of their association with the School through their graduation - overseeing the student's registration, providing guidance and advice on the selection of required courses and electives; approving course overloads; checking progress towards completion of curricular requirements; auditing all requirements for graduation; and certifying the student's degree. As academic advisors, the Director of Student Services and the Director of Graduate Studies monitor the student's progress in the School, and alert the administration if problems develop.
 - One of the services offered through the Student Services Office is the dissemination of information about music competitions, summer work and summer music festivals, scholarship and fellowship opportunities, and permanent job postings. Information is also collected about other graduate schools in music. Assistance is provided in applying for all of these opportunities.
- Professional Advisor
 - The private studio teacher is the student's primary professional advisor; this person provides ongoing professional and career guidance as well as specific feedback on the student's level of talent and potential for work in the profession. Every student in the School of Music studies privately with a member of the performance, composition, or conducting faculty; this provides at least one hour per week of one-on-one instruction. Since studio is the focus of the music major's training, students often select a school because of their desire to study with a specific master teacher.
- School Head
 - The final level of overseeing for the School of Music's advising system lies in the office of the School Head, as is the case for all aspects of the School's operations. Any student who is exhibiting difficulty in their program is actively counseled by the Professional Advisor, the Director of Student Services or Director of Graduate Studies, and the Head of the School.
- The Role of the Student
 - Graduate students are expected to be active participants in discussions and decisions related to their graduate study and responsible for tracking and completing their graduation requirements. They are informed about and encouraged to take advantage of the advising resources in the School of Music and at the university that will assist them with their academic achievement, professional development, and career management.
- **The Advising Process**
 - Assigning Advisors
 - All School of Music graduate students are advised by the Director of Graduate Studies. Other music faculty may also be the student's professional advisor; this person provides ongoing professional and career guidance in his/her area of expertise, in response to the student's interest in that area and in a mentor relationship. For example, a student who is interested in Dalcroze Eurhythmics may also be advised by one of

our eurhythmics faculty; a student who is interested in conducting may also be advised by one of our conducting faculty. Students and faculty may enter into mentor relationships directly or with the facilitation of the Director of Student Services or Director of Graduate Studies.

- Monitoring Advisors
 - School of Music advisors consult frequently with one another to coordinate academic and professional support for a student, referrals for the student, and to confirm academic policies applicable to the student. Advisors keep advising notes and give written documents to the Director of Student Services to place in the student's file as appropriate.
- Communicating Unsatisfactory Academic Progress
 - Once enrolled, a student is expected to make strong musical and academic progress. Each semester when grades are issued, a list is made of all graduate music students who have a "C", "D" or "R" in a course or a "C" in major studio. This list is compiled by the Director of Student Services and sent to the School Head. The faculty as a group discusses every student experiencing difficulty in the program in special grades meetings at the conclusion of each semester. Students who fall short of the school standards are placed on academic action and notified of the action, the reason(s) for the action, and the conditions that must be met to remove the action in a letter from the School Head.
 - Occasionally it is determined by the faculty that a student is not succeeding in the program. The School administration will advise a student of this concern as soon as it can be determined. At the point of being dropped, the student will be advised carefully and personally of the options available: to transfer to another music program in another setting or to transfer to another department at Carnegie Mellon University.

Protocol for Review/Redress of Academic Conflicts

The School of Music follows the university policies for avenues available to graduate students who feel the need to address an academic concern, as summarized below. The procedure for appealing any of the University or School of Music policies is outlined in the [Summary of Graduate Student Appeal and Grievance Procedures](#).

Summary of Levels of Appeal for Final Grades:

- Informal discussion with the faculty member
- Formal written appeal to the department head (or the program head if the department head chooses to delegate the decision to him/her)
- Formal written appeal to the Dean
- Dean issues final non-appealable decision

See also [Carnegie Mellon University Grading Policies](#)

Summary of Levels of Appeal for Academic Actions:

- Seek informal resolution within department, unit, or program

- Formal written appeal to the Dean
- Decision rendered by the Dean
- Formal written appeal to the Provost
- Provost issues final non-appealable decision

Summary of Levels of Appeal for Academic Disciplinary Actions:

- Academic disciplinary penalty imposed by faculty and/or department
- Formal written appeal to the President
 - o President issues final non-appealable decision

Summary of Levels of Appeal for General Grievances:

- Seek informal resolution within department, unit, or program
- Formal review by the appropriate department, unit, or program head, or director or designated committee.
- Formal written appeal to the Dean
- Formal written appeal to the Provost
- Provost issues final non-appealable decision

Summary of Graduate Student Appeal and Grievance Procedures

<http://www.cmu.edu/graduate/policies/appeal-grievance-procedures.html>

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

Policy Against Sexual Harassment and Sexual Assault

Sexual harassment and sexual assault are prohibited by CMU, as is retaliation for having brought forward a concern or allegation in good faith. The policy can be viewed in its entirety at: http://www.cmu.edu/policies/documents/SA_SH.htm. If you believe you have been the victim of sexual harassment or sexual assault, you are encouraged to make contact with any of the following resources:

- School of Music Title IX coordinator- Jennifer Aylmer, jaylmer@andrew.cmu.edu
- Office of Title IX Initiatives, <http://www.cmu.edu/title-ix/>, 412-268-7125
- Sexual Harassment Advisors, found in appendix A of the Policy Against Sexual Harassment and Sexual Assault;
- Survivor Support Network, found in appendix B of the Policy Against Sexual Harassment and Sexual Assault;
- Sexual Harassment Process and Title IX Coordinators, found in section II of the Policy Against Sexual Harassment and Sexual Assault
- University Police, 412-268-2323
- University Health Services, 412-268-2157
- Counseling & Psychological Services, 412-268-2922

Maternity Accommodation Protocol

http://www.cmu.edu/student-affairs/theword/acad_standards/creative/studentmaternityprotocol.html

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 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. Students engaged in research must work with their faculty to develop plans for the research for the time they are away.

Students are encouraged to consult with relevant university faculty and staff as soon as possible as they begin making plans regarding time away. 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. Planning for the student's discussion with her academic contact(s) (advisor, associate dean, etc.) will be reviewed during this meeting.

New Policies/"Grandfather" Policy

When policies are changed it is because the department believes the new rules offer an improvement; any such changes will be discussed at a meeting with the graduate students. However, students currently enrolled whose degree program is affected by a change in policy may choose to be governed by the older policy that was in place at the time of their matriculation. In case degree requirements are changed and certain courses are no longer offered, the department will try to find some compromise that allows those students to satisfy the original requirements.

Vacations and Time-Off

Graduate students who have been placed in an assistantship are expected to perform the duties within the times as assigned by the faculty or staff they have been assigned to. There is no paid time off or vacation given to graduate students. Students are not required to work on University Holidays.

University Holidays:

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

Financial Support

Departmental Financial Support

- Requirements of Awarding and Continuation of Funding
 - In order for fellowship/scholarship funding to continue for graduate students, the student must remain full-time and in good academic standing
- Fees Covered by Department
 - The School of Music does not guarantee funding for travel costs, however students are welcome to apply for travel funding for events that they feel will be beneficial to their musical learning and development
 - The form to apply for travel funding from the School of Music can be found [here](#), and should be submitted to Ross Garin.
- Funding Payment Schedule
 - Fellowships and Scholarships are placed on student accounts at the beginning of each semester
- Additional Sources for Financial Support
 - Student employment positions are often available in staff offices
- Tax Implications of Financial Support
 - Contact Ross Garin with specific questions regarding taxes and taxation of student funding and financial support
- Recourse if Funding is Lost
 - International Students Notify OIE
 - 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), www.cmu.edu/student-affairs/index.html, to inquire about an Emergency Student Loan
- Outside Funding, Fellowship and Scholarship Opportunities
 - School of Music students are welcome to apply for the Gindroz Prize for Travel by filling out the form located [here](#).
- Research Funding
 - [GSA/Provost Conference Funding](#)
 - GuSH Research Funding is a source of small research grant funds provided by GSA and the Provost's Office and managed by the Office of the Assistant Vice Provost for Graduate Education. Students can find more information about the application process and deadlines at: www.cmu.edu/graduate.
- Department/College Policy on Outside employment/internships
 - The School of Music does not discourage outside employment that does not interfere with the student's ability to complete requirements for the degree.

- Employment in the student's field of study is encouraged
- Availability of Summer Employment
 - International students must contact the Office of International Education regarding ability to hold employment

University Financial Aid

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

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), www.cmu.edu/student-affairs/index.html, to inquire about an Emergency Student Loan.

Appendix A

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

Key Offices for Graduate Student Support

Office of the Assistant Vice Provost for Graduate Education

www.cmu.edu/graduate; grad-ed@cmu.edu

The Office of the Assistant Vice Provost for Graduate Education, AVPGE, directed by Suzie Laurich-McIntyre, Ph.D., Assistant Vice Provost for Graduate Education, provides central support for graduate students in a number of roles. These include: being an ombudsperson and resource person for graduate students as an informal advisor; resolving formal and informal graduate student appeals; informing and assisting in forming policy and procedures relevant to graduate students; and working with departments on issues related to graduate students and implementation of programs in support of graduate student development.

The Office of the AVPGE often partners with the division of Student Affairs to assist graduate students with their Carnegie Mellon experience. Senior members of the student affairs staff are assigned to each college (college liaisons) and are often consulted by the Assistant Vice Provost for Graduate Education and departments on an individual basis to respond to graduate student needs.

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

The Office of the AVPGE also coordinates several funding programs, and academically focused seminars and workshops that advise, empower and help retain all graduate students, particularly graduate students of color and women in the science and technical fields. The fundamental goals of our programs have been constant: first, to support, advise and guide individual graduate students as they work to complete their degrees; second, to contribute to the greatest degree possible to the diversification of the academy. Visit the Graduate Education website for information about:

- Conference Funding Grants
- Graduate Small Project Help (GuSH) Research Funding
- Graduate Student Professional Development: seminars, workshops and resources
- Graduate Women Gatherings (GWG)
- Inter-university Graduate Students of Color Series (SOC)

Office of the Dean of Student Affairs

www.cmu.edu/student-affairs/index.html

The Office of the Dean provides central leadership of the metacurricular experience at Carnegie Mellon. The offices that fall under the division of Student Affairs led by Vice President and Dean of Student Affairs Gina Casalegno, include (not an exhaustive list):

- Career and Professional Development Center
- Cohon University Center
- Counseling & Psychological Services (CAPS)
- Dining Services
- Housing Services
- Office of Integrity and Community Standards
- Office of International Education (OIE)
- Student Activities
- University Health Services

Graduate students will find the enrollment information for **Domestic Partner Registration** and **Maternity Accommodations** in the Office of the Dean of Student Affairs and on the website. The Office of the Dean of Student Affairs also manages the **Emergency Student Loan (ESLs)** process. The Emergency Student Loan service is made available through the generous gifts of alumni and friends of the university. The Emergency Student Loan is an interest-free, emergency-based loan repayable within 30 days. Loans are available to enrolled students for academic supplies, medication, food or other expenses not able to be met due to unforeseeable circumstances. The Office of Integrity and Community Standards also provides consultation, support, resources and follow-up on questions and issues of Academic Integrity: www.cmu.edu/academic-integrity.

Assistance for Individuals with Disabilities

www.cmu.edu/hr/eos/disability/

Students with disabilities are encouraged to self-identify with Equal Opportunity Services by contacting Larry Powell, 412-268-2013, lpowell@andrew.cmu.edu to access the services available at the university and initiate a request for accommodations.

Eberly Center for Teaching Excellence & Educational Innovation

www.cmu.edu/teaching

Support for graduate students who are or will be teaching is provided in many departments and centrally by the Eberly Center for Teaching Excellence & Educational Innovation. The Eberly Center offers activities for current and prospective teaching assistants as well as any graduate students who wish to prepare for the teaching component of an academic career. The Center also assists departments in creating and conducting programs to meet the specific needs of

students in their programs. Specific information about Eberly Center support for graduate students can be found at: www.cmu.edu/teaching/graduatestudentsupport/index.html.

Carnegie Mellon Ethics Hotline

The health, safety and well-being of the university community are top priorities at Carnegie Mellon University. CMU provides a hotline that all members of the university community should use to confidentially report suspected unethical activity relating to financial matters, academic and student life, human relations, health and campus safety or research.

Students, faculty and staff can anonymously file a report by calling 877-700-7050 or visiting www.reportit.net (user name: tartans; password: plaid). All submissions will be reported to appropriate university personnel.

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

Graduate Student Assembly

www.cmu.edu/stugov/gsa/index.html

The Carnegie Mellon Student Government consists of an Executive Branch and a Legislative Branch. This is the core of traditional student government, as governed by the Student Body Constitution. The Executive Branch serves the entire student body, graduate and undergraduate, and consists of one president and four vice-presidents. The Legislative Branch for graduate students, The Graduate Student Assembly (GSA) passes legislation, allocates student activities funding, advocates for legislative action locally and in Washington D.C. on behalf of graduate student issues and needs, and otherwise acts on behalf of all graduate student interests. GSA also contributes a significant amount of funding for conferences and research, available to graduate students through application processes managed by the Office of the Assistant Vice Provost for Graduate Education. GSA also plans various social opportunities for graduate students and maintains a website of graduate student resources on and off-campus, www.cmu.edu/stugov/gsa/Resources. Each department has representation on GSA and receives funding directly from GSA's use of the student activities fee for departmental activities for graduate students. The department rep(s) is the main avenue of graduate student representation of and information back to the graduate students in the department.

Intercultural Communication Center (ICC)

www.cmu.edu/icc/

The Intercultural Communication Center (ICC) is a support service offering both credit and non-credit classes, workshops, and individual appointments designed to equip nonnative English speakers (international students as well as international students who attended high school and/or undergraduate programs in the U.S.) with the skills needed to succeed in academic

programs at Carnegie Mellon. In addition to developing academic literacy skills such as speaking, reading and writing, students can learn more about the culture and customs of the U.S. classroom. The ICC also helps international teaching assistants (ITAs) who are non-native English speakers develop fluency and cultural understanding to teach successfully at Carnegie Mellon and provides ITA testing, required testing indicating a nonnative speaking student has a language proficiency required before being allowed to work with undergraduates in classes, labs or individual meetings.

Office of International Education (OIE)

www.studentaffairs.cmu.edu/oie/

Carnegie Mellon hosts international graduate and undergraduate students who come from more than 90 countries. Office of International Education (OIE) is the liaison to the University for all non-immigrant students and scholars. OIE provides many services including: advising on personal, immigration, academic, social and acculturation issues; presenting programs of interest such as international career workshops, tax workshops, and cross-cultural and immigration workshops; supporting international and cultural student groups such as the International Student Union and the International Spouses and Partners Organization; maintaining a resource library that includes information on cultural adjustment, international education and statistics on international students in the United States; posting pertinent information to students through email and the OIE website, and conducting orientation programs.

Veterans and Military Community

<http://www.cmu.edu/veterans/>

Military veterans are a vital part of the Carnegie Mellon University community. Graduate students can find information on applying veteran education benefits, campus services, veteran's groups at CMU, non-educational resources and international military service information through the Veterans and Military Community website. There are also links and connections to veteran resource in the Pittsburgh community. The Naval ROTC and Veteran Affairs Offices are located at 4615 Forbes Avenue, uro-vaedbenefts@andrew.cmu.edu, 412-268-8747.

Key Offices for Academic & Research Support

Computing and Information Resources

www.cmu.edu/computing

Computing Services provides a comprehensive computing environment at Carnegie Mellon. Graduate students should seek Computing Services for information and assistance with your Andrew account, network access, computing off-campus, campus licensed software, email,

calendar, mobile devices, computer security, cluster services and printing. Computing Services can be reached at it-help@cmu.edu.

The Carnegie Mellon Computing Policy establishes guidelines and expectations for the use of computing, telephone and information resources on campus. The policy is supported by a number of guidelines graduate students should know. The policy and guidelines are available at: www.cmu.edu/computing/guideline/index.html.

Research at CMU

www.cmu.edu/research/index.shtml

The primary purpose of research at the university is the advancement of knowledge in all fields in which the university is active. Research is regarded as one of the university's major contributions to society and as an essential element in education, particularly at the graduate level and in faculty development. Research activities are governed by several university policies. Guidance and more general information is found by visiting the Research at Carnegie Mellon website.

Office of Research Integrity & Compliance

www.cmu.edu/research-compliance/index.html

The Office of Research Integrity & Compliance (ORIC) is designed to support research at Carnegie Mellon University. The staff work with researchers to ensure research is conducted with integrity and in accordance with federal and Pennsylvania regulation. ORIC assists researchers with human subject research, conflicts of interest, responsible conduct of research, export controls, intellectual property rights and regulations, and institutional animal care & use. ORIC also consults on, advises about and handles allegations of research misconduct.

Key Offices for Health, Wellness & Safety

Counseling & Psychological Services

www.studentaffairs.cmu.edu/counseling

Counseling & Psychological Services (CAPS) affords the opportunity for students to talk privately about issues that are significant for them in a safe, confidential setting. Students sometimes feel confused about why they are feeling upset and perhaps confused about how to deal with it. An initial consultation with a CAPS therapist will clarify options and provide a recommendation to the appropriate mental health resource at Carnegie Mellon or the larger Pittsburgh community. CAPS services are provided at no cost. Appointments can be made in person or by telephone, 412-268-2922.

Health Services

www.cmu.edu/HealthServices/

University Health Services (UHS) is staffed by physicians, advanced practice clinicians and registered nurses who provide general medical care, allergy injections, first aid, gynecological

care and contraception as well as on-site pharmaceuticals. The CMU student insurance plan covers most visit fees to see the physicians and advanced practice clinicians & nurse visits. Fees for prescription medications, laboratory tests, diagnostic procedures and referral to the emergency room or specialists are the student's responsibility and students should review the UHS website and their insurance plan for detailed information about the university health insurance requirement and fees. UHS also has a registered dietician and health promotion specialists on staff to assist students in addressing nutrition, drug and alcohol and other healthy lifestyle issues. In addition to providing direct health care, UHS administers the Student Health Insurance Program. The Student Health Insurance plan offers a high level of coverage in a wide network of health care providers and hospitals. Graduate students should contact UHS to discuss options for health insurance for spouses, domestic partners and dependents. Appointments can be made by visiting UHS's website or by telephone, 412-268-2157.

University Police

<http://www.cmu.edu/police/>

412-268-2323 (emergency only), 412-268-6232 (non-emergency)

The University Police Department is located at 300 South Craig Street, Room 199 (entrance is on Filmore Street). The department's services include police patrols and call response, criminal investigations, shuttle and escort services, fixed officer and foot officer patrols, event security, and crime prevention and education programming. Visit the department's website for additional information about the staff, escort and shuttle, emergency phone locations, crime prevention, lost and found, finger print services, and annual statistic reports.

Shuttle and Escort Services

University Police coordinates the Shuttle Service and Escort Service provided for CMU students, faculty, and community. Full information about these services, stops, routes, tracking and schedules can be found online at: <http://www.cmu.edu/police/shuttleandescort/>

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

The WORD

<http://www.cmu.edu/student-affairs/theword//>

The WORD is Carnegie Mellon University's student on-line handbook and is considered a supplement to the department (and sometimes college) handbook. The WORD contains campus resources and opportunities, academic policy information and resources, community

standards information and resources. It is designed to provide all students with the tools, guidance, and insights to help you achieve your full potential as a member of the Carnegie Mellon community. Information about the following is included in The WORD (not an exhaustive list) and graduate students are encouraged to bookmark this site and refer to it often. University policies can also be found in full text at: <http://www.cmu.edu/policies/>.