

**Carnegie Mellon University**

Office of Graduate and  
Postdoctoral Affairs

[cmu.edu/graduate](https://cmu.edu/graduate)

University-Wide  
Graduate Student  
Handbook

2024 - 2025

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## SECTION 1: Welcome & Introduction

Welcome to Carnegie Mellon University! We are delighted that you chose to pursue graduate studies at CMU. The University-Wide Graduate Student Handbook is part of the broader Graduate Student Handbook Suite (outlined below). Each component of the suite is an important document outlining critical processes and policies, and presenting useful resources meant to assist you in navigating your graduate school experience at Carnegie Mellon. The University-Wide Graduate Student Handbook is published by the [Office of Graduate and Postdoctoral Affairs](#).

**The Graduate Student Handbook Suite** consists of a minimum of three documents\*:

- The University-Wide Graduate Student Handbook (this document)
- Your Program Handbook (distributed by your program)
- [The Word Student Handbook](#)

\*Some colleges also have their own handbooks, and if that is the case for your college, please be sure to read and reference that document (distributed by your college, if applicable), as well as the three mentioned above.

You are encouraged to familiarize yourself with each document included in the Graduate Student Handbook Suite, as each component serves as a contract, of sorts, between you, the University, and your program and/or college, and contains critical information that will support your capacity to thrive as a graduate student at CMU.

### 1.1: Mission, Vision, & Values: Carnegie Mellon

#### **Mission:**

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

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

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

#### **Vision:**

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

**Values:**

Dedication, reflected in our distinctive work ethic and in our commitment to excellence

Impact, reflected in our commitment to address critical issues facing society regionally, nationally and globally

Collaboration, reflected in our interdisciplinary approach, our focus on internal and external partnerships and our capacity to create new fields of inquiry

Creativity, reflected in our openness to new ideas and forms of expression, intellectual curiosity, willingness to take risks and entrepreneurial spirit

Empathy and compassion, reflected in our focus on improving the human condition and on the personal development of the members of our community

Inclusion, reflected in a culture and climate that seeks, welcomes and advances talented minds from diverse backgrounds

Integrity, reflected in our adherence to the highest ethical standards in personal and professional behavior, and in our commitment to transparency and accountability in governance and everything we do

Sustainability, reflected in our shared commitment to lead by example in preserving and protecting our natural resources, and in our approach to responsible financial planning

## **1.2: Mission, Vision, & Values: Office of Graduate & Postdoctoral Affairs**

**Mission:**

- Conceptualize signature programming efforts for our graduate students and postdoctoral fellows and serve as the central administrative link to implement related university-wide events and opportunities.
- Lead and liaise to create, refine, implement, and assess procedures and policies affecting critical aspects of the graduate student and postdoctoral experiences.
- Actively partner to leverage expertise and various resources and effectively uplift them to ensure stakeholder and community awareness and engagement.

- Support delivery of an equitable, world-class graduate education and postdoctoral experience by aligning all initiatives with our institutional commitment to academic excellence and creating a sense of belonging.

**Vision:**

Transform graduate student and postdoctoral experiences by creating collaborative opportunities to advance holistic initiatives that empower community engagement and success.

**Values:**

At the core of all our efforts, the Office of Graduate and Postdoctoral Affairs keeps graduate students and postdoctoral colleagues as our primary focus. The following values guide our work.

*Collaborative*, reflected in our active internal and external partnerships.

*Focused on Diversity, Equity, Inclusion, & Belonging (DEIB)*, reflected in our commitment to strengthening community and creating and informing equitable policy and practices.

*Data-Informed & Evidence-Driven*, reflected in our targeted strategic planning and meticulous decision-making practices.

*Empathetic*, reflected in our capacity to build and maintain meaningful relationships.

*Communicative*, reflected in our responsibility to create and share information and resources.

*Dedicated*, reflected in our relentless pursuit of institutional impact rooted in service.

### **1.3: Departmental Personnel**

Dr. Maggie Sikora, Director for the Office of Graduate & Postdoctoral Affairs



Margo Littell, Program & Operations Coordinator for the Office of Graduate & Postdoctoral Affairs



For more information about the Office of Graduate & Postdoctoral Affairs, and to contact us, please visit our [website](#).

## **1.4: Office Resources**

Information about resources offered by the Office of Graduate & Postdoctoral Affairs, along with broader information about University resources, can be found [on our website](#).

## **1.5: Academic Calendar**

The Academic Calendar can be found on The HUB's [website](#) and provides information on all deadlines including registration dates, class start dates, add/drop deadlines, exam dates and more.

## **SECTION 2: University Policies & Expectations**

It is the responsibility of each member of the Carnegie Mellon community to be familiar with university policies and guidelines. The following resources are available to assist you in understanding community expectations:

[University Policies Website](#), including, among others, the [Academic Integrity Policy](#)

[Office of Graduate and Postdoctoral Affairs](#)

[The Word Student Handbook](#)

Please see Appendix A for information about additional University resources.

## 2.1: Carnegie Mellon University Statement of Assurance

As outlined in the [University Policies](#):

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, disability, age, sexual orientation, gender identity, pregnancy or related condition, family status, marital status, parental status, religion, ancestry, 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.

The university's [Discriminatory and Sexual Misconduct Policy](#) contains grievance procedures that provide for the prompt and equitable resolution of Complaints alleging any action which would be prohibited by this Policy.

Inquiries concerning the application of and compliance with this statement should be directed to the Office for Institutional Equity and Title IX, Carnegie Mellon University, 5000 Forbes Avenue, Pittsburgh, PA 15213, telephone 412-268-7125.

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

## 2.2: The Carnegie Mellon Code

This is the [Carnegie Mellon Code](#), as stated in The Word Student Handbook:

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.

### **2.3: Statute of Limitations - Doctoral Students**

As outlined in the [Doctoral Student Status Policy](#):

Students will complete all requirements for the Ph.D. degree within a maximum of ten years from original matriculation as a doctoral student, or less if required by a more restrictive department or college policy. Once this time-to-degree limit has lapsed, the person may resume work towards a doctoral degree only if newly admitted to a currently offered doctoral degree program under criteria determined by that program.

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

### **2.4: Statute of Limitations - Master's Students**

As outlined in the [Master's Student Statute of Limitations](#):

Students will complete all requirements for the master's degree within a maximum of seven years from original matriculation as a master's student, or less if required by a more restrictive department, school or college policy. Once this time-to-degree limit has lapsed, the person may resume work towards a master's degree only if newly admitted to a currently offered master's degree program under criteria determined by that program.

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

program, as approved by their program, may also appeal to their program or department for extension of the time to degree limit.

## 2.5: Verification of Enrollment

Enrollment Management is the only University division that can provide an official letter of enrollment, official transcript, and enrollment verification.

Enrollment verification can be requested from The HUB [online](#).

## 2.6: Change of Address

Students are expected to keep their current local address up to date in Student Information Online (SIO). This is a legal requirement for international students and for students who are receiving payments through the university. Furthermore, it also supports a university initiative to have accurate living information for students for official notices and to facilitate wellness checks.

## 2.7: Computing Resources

Carnegie Mellon provides a variety of software, support services, printer/copier capabilities, and computer labs for all students. Details on what is available from the university, and what students must purchase themselves, can be found on the [Computing Services website](#). Note that some programs may have additional technology requirements; check with your program for more information.

## 2.8: Employment Eligibility Verification

If you are receiving a stipend, are a TA, or are planning to have a position with CMU, then Employment Eligibility Verification is required. Form I-9 must be completed within three business days of beginning work for any type of compensation (stipend or employment). Additional details are highlighted below. To ensure compliance with federal law, Carnegie Mellon University maintains the [Employment Eligibility Verification \(I-9\) Policy](#) covering the university's I-9 and E-Verify requirements:

- Every individual receiving a stipend from CMU or employed by CMU must comply with the I-9 Policy by completing the Form I-9 within three business days following the first day of stipend start date/employment.

- Individuals who expect to work on a federally funded project are further responsible for submitting an E-Verify Processing Request Form to the Office of Human Resources if required.
- For more information, please visit the [Human Resources website](#) to learn more about Form I-9 and E-Verify and to schedule an appointment to complete the Form I-9.
- Students who fail to complete the Form I-9 in a timely manner may have stipend payments suspended. If employed by the university, an individual who fails to timely complete the Form I-9 may be subject to disciplinary action up to and including termination of employment.

## **SECTION 3: Degree Completion, Grading, & Evaluation Policies**

### **3.1: Academic Integrity**

The [Academic Integrity policy](#) includes the University expectations around academic integrity and provides definitions of cheating, plagiarism, and unauthorized assistance. A review of the University's [Academic Integrity Actions Procedures](#) is also recommended. These procedures outline the process for investigating, reporting, and adjudicating violations of the University Policy on Academic Integrity. The procedures also outline the appeal process.

### **3.2: University Policy on Grades**

The [University Grading Policy](#) details 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.

### **3.3: Transfer Courses and Policy on Grades for Transfer Courses**

Carnegie Mellon University offers students the opportunity to take courses for credit through a cross-registration program (see The HUB's website for more information on the [Pittsburgh Council on Higher Education \(PCHE\)](#) and cross-registration) and through the receipt of transfer credit from other accredited institutions. The Carnegie Mellon University

transcript will include information on such courses as follows: Carnegie Mellon courses and courses taken through the university's cross-registration program will have grades recorded on the transcript and be factored into the QPA. All other courses will be recorded on this transcript indicating where the course was taken, but without grades. Such courses will not be taken into account for academic actions, honors, or QPA calculations.

The Policy on Grades for Transfer Courses can be found [here](#).

NOTE: Suspended students may take courses elsewhere; however, they may receive transfer credit only if their college's and department's policies allow this.

### **3.4: Standard Degree Requirements & Degree Certification**

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

In order to receive a diploma, your student account must have a balance of \$0.00.

#### *Early Completion*

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

#### *Extended or Longer-than-Standard Completion*

Longer-than-standard degree completion may occur due to academic interruptions in making progress toward the degree as defined by the academic program; interruptions of full-time study or progress toward the degree due to serious, documented medical issues; or other unusual or unforeseen circumstances.

#### *Program of Study*

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

### *Financial Aid and Student Account*

Students are expected to make normal progress toward their degree in order to graduate within the standard timeframe for their program of study. Under U.S. Federal Title IV regulations, student eligibility for federal financial aid is contingent upon enrollment in and successful completion of courses that are counted as credit toward their current degree program. To receive the maximum amount of federal financial aid for which they may be eligible, students must enroll each semester in at least 36 units that count toward their current degree level. (See separate guidance regarding integrated degree completion.) Students should consult with their designated college liaison in The HUB regarding billing and financial aid, particularly for early completion, longer-than-standard completion, or integrated undergraduate and master's degree programs.

### *International Students*

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

## **3.5: Drop/Add/Withdraw Procedures**

Students taking undergraduate and master's-level courses must follow the procedures and deadlines for adding, dropping, or withdrawing from courses as identified on the academic calendar. Information can be found [here](#). There is a separate calendar for doctoral-level courses.

## **3.6: Policy for Examinations**

Please review the [Carnegie Mellon University Policies on Examinations](#) as well as The HUB's resources for [Make-Up Final Exams](#).

## **3.7: Withdrawal of a Degree**

Withdrawal of a degree is a University-level process. Reference the [University Policy](#) for details about the withdrawal of a degree.

### **3.8: Leave of Absence**

For information about leaves of absence, please read the [University Policy for leave of absence](#). Graduate students who wish to return to Carnegie Mellon following a leave of absence must follow the procedures set forth in the [Student Return Policy](#).

Generally, graduate students must negotiate their return to the University with their home academic department and follow any applicable departmental policies. If a department chooses to deny a student's return from a leave of absence, the student may appeal to the Dean of the College.

Please note that if your department is suggesting a deviation from University policy, they must first check with the Office of General Counsel.

## **SECTION 4: Graduate Student Appeal and Grievance Policies and Procedures**

### **4.1: Introduction**

Set forth below is a summary of the 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, a graduate student who seeks further review of the matter is to follow these formal procedures. To the extent that these processes are set forth in official University policies, links to those statements of policy and more detailed description of processes and procedures are included. Where a graduate student's concerns implicate multiple policies or processes, the University reserves the right to decide which process shall apply in order to avoid duplicative and potentially conflicting processes and decisions, or in appropriate circumstances, the order in which multiple reviews may occur.

These appeal and grievance procedures shall apply to students in all graduate programs of the University. Students should refer to all handbooks within the Graduate Student Handbook Suite for more detailed information about the administration and academic policies of the program. To the extent that these policies conflict in any way with policies, processes and procedures adopted at the College, Department or Program level, the policies set forth herein shall govern.

## 4.2: Appealing Final Grades

Information about the Process for Appealing Final Grades can be found [here](#). Final grades will be changed only in exceptional circumstances and only with the approval of the instructor and the department, unit or program. Grading is a matter of sound discretion of the instructor and final grades are rarely changed without the consent of the instructor who assigned the grade. The following circumstances are the unusual exceptions that may warrant a grade appeal: (a) the final grade assigned for a course is based on manifest error (e.g. a clear error such as arithmetic error in computing a grade or failure to grade one of the answers on an exam), or (b) the faculty or staff member who assigned the grade did so in violation of a University policy.

A graduate student who believes a final grade was assigned pursuant to (a) or (b) above should first present the case informally to the faculty or staff member responsible for the course in which the student believes an inappropriate grade has been awarded. Grade appeals should be initiated as soon as possible but no later than one year after the final course grade was issued. If the student is not satisfied with the resolution at this first step, the student shall submit a formal, written appeal, with appropriate documentation to the head of the department in which the course was offered. The department head (or the program head if the department head chooses to delegate the decision to him/her) will issue a written decision on the appeal within 30 days, or as soon thereafter as practical. If the student is not satisfied with the decision of the department head (or program head), the student may submit a formal, written appeal, with appropriate documentation, within seven (7) days to the Dean of the college in which the course is offered. The Dean shall render a decision within 30 days, or as soon thereafter as practical. The decision of the Dean shall be final and not appealable.

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](#)

## 4.3: Appeal of Academic Actions

An "Academic Action" is an action by a program, unit or department based on a graduate student's academic performance or failure to satisfy academic program requirements. Examples of Academic Actions include, but are not limited to, academic probation, academic suspension, and dismissal/drop. Each college, department, or program may set its own

academic requirements and standards for acceptable academic performance. These standards and benchmarks for performance are set forth in the online and/or hard copy handbooks for individual graduate programs.

Graduate students will be notified of an academic action in writing by the applicable department, unit, or program head or director, or designated committee. Graduate students are encouraged to seek informal resolution of any concerns related to academic actions informally within the department, unit or program before filing a formal appeal.

Graduate students who wish to appeal an Academic Action must submit a formal, written appeal, with appropriate documentation, to the Dean of the College within seven (7) calendar days after receipt of written notice of the academic action by the department, unit, or program head or director, or designated committee. The Dean may delegate review of the matter to another individual or committee, including but not limited to one of the Associate Deans, the College Council or a specially constituted grievance committee who shall make a recommendation to the Dean. The Dean shall render a decision on the appeal within thirty (30) days or as soon thereafter as practical.

Graduate students who wish to appeal the written decision of the Dean must submit a formal written appeal, with appropriate documentation, to the Provost within fourteen (14) calendar days after receipt of the Dean's decision. A copy of the appeal must also be submitted to the Director for Graduate & Postdoctoral Affairs and to the Dean. The Provost may delegate review of the matter to another individual or committee, including but not limited to the Vice Provost for Education who shall make a recommendation to the Provost. The Provost shall render a decision on the appeal within thirty (30) days or as soon thereafter as practical. Decisions by the Provost are final and not appealable.

Generally, sanctions resulting from an Academic Action (e.g. probation, suspension, or dismissal /drop) take effect immediately, regardless of whether an appeal is filed. In exceptional circumstances, however, the appropriate Dean or the Provost may elect to hold sanctions in abeyance pending the resolution of an appeal.

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

#### **4.4: Appeal from Academic Disciplinary Actions**



Academic Disciplinary Actions are sanctions and outcomes imposed when any student violates the [University Policy on Academic integrity](#) including cheating, plagiarism and unauthorized assistance.

The [Office of Community Standards and Integrity](#) manages the Academic Disciplinary Process and provides resources to all students, faculty and staff. The process for appealing an academic integrity violation can be found under the [Academic Disciplinary Actions Index](#).

## **4.5: Community Standards Violations**

As members of the University community, Carnegie Mellon students are expected to respect the rights of all students, faculty and staff and adhere to the policies outlined in the Student Handbook contained in [The Word](#), the [University Policies website](#), and any applicable college, department or graduate program handbooks.

If a student has observed a violation of university policy or law, or feels harmed by another student's misconduct (e.g. affecting his/her welfare, property, safety or security) he/she should file a report with the Dean of Student Affairs and/or University Police as appropriate. The procedures for adjudicating community standards violations and for appealing the results are available in [The Word](#) under [Community Standards](#).

For more information about community standards and disciplinary procedures, please visit the [Community Standards website](#).

## **4.6: Discriminatory and Sexual Misconduct**

The mission of Carnegie Mellon University is to cultivate a transformative educational experience for its Students that is committed to promoting and safeguarding their personal health and well-being. In addition, the mission is to create a collaborative environment open to the free exchange of ideas, where research, creativity, innovation, and entrepreneurship can flourish and where individuals can achieve their full potential. Consistent with the university's Statement of Assurance, it is the policy of Carnegie Mellon University to maintain an academic and work environment that promotes the confidence to work, study, innovate, and perform without fear of discriminatory and sexual misconduct. Such misconduct diminishes individual dignity, is contrary to the values of the university, and is a barrier to fulfilling the university's mission. It will not be tolerated at Carnegie Mellon University.

Graduate Students with about Discriminatory or Sexual Misconduct should contact the Office for Institutional Equity. Please see the university's Discriminatory and Sexual Misconduct Policy for more information.

## 4.7: Intellectual Property Disputes

Disputes concerning rights to intellectual property must be resolved according to the procedures set forth in the University's [Intellectual Property Policy](#).

## 4.8: Research Misconduct

Carnegie Mellon University is responsible for the integrity of research conducted at the University. As a community of scholars, in which truth and integrity are fundamental, the University has established procedures for the investigation of allegations of misconduct of research with due care to protect the rights of those accused, those making the allegations, and the University. The procedures for handling allegations of research misconduct are set forth in the [Policy for Handling Alleged Misconduct in Research](#) at Carnegie Mellon University.

For graduate students found responsible for research misconduct, the President of the University may impose specific sanctions up to and including expulsion. The imposition of sanctions is subject to the procedures for approval and/or appeal prescribed for [community standards violations](#).

## 4.9: Suspension/Required Withdrawal

A University Suspension is a forced, temporary leave from the university. There are three types of suspension for students that apply to both graduate and undergraduate students:

- Academic Suspension is the result of poor academic performance or violation of academic regulations and is imposed by the student's college or academic department (see university and college academic policies).
- Disciplinary Suspension is the result of serious personal misconduct and is imposed by the Dean of Student Affairs (see [The Word/Student Handbook](#)).
- Administrative Suspension is the result of failure to meet university financial obligations or failure to comply with federal, state or local health regulations and is imposed by Enrollment Management. (See [Student Accounts Receivable Collection Policy and Procedures](#) for financial obligations. Contact [Student Health Services](#) for information about health regulations.)

Graduate students who wish to appeal a suspension or required withdrawal may write to the following individuals depending on the type of suspension:

- Academic Suspension – The applicable department, unit, or program head
- Disciplinary Suspension – Vice President for Student Affairs & Dean of Students
- Administrative Suspension – Vice Provost for Enrollment Management, Vice President for Student Affairs & Dean of Students

For more details see the [Student Suspension / Required Withdrawal Policy](#).

## **4.10: General Grievances**

The following grievance procedures are to be used for graduate student problems or concerns that are not covered by any of the policies or procedures set forth above. As such, these grievance procedures may not be used as a substitute for procedures contemplated under any other policy, including but not limited to, policies regarding academic actions; academic disciplinary actions; community standards; discriminatory and sexual misconduct; intellectual property; research misconduct or any other policy.

Graduate students are expected to discuss any concerns or grievances initially with the faculty or staff member(s) involved. Students are strongly encouraged to seek informal resolution of grievances through consultations within the academic unit, department or program. Students may also seek assistance with the informal resolution of a grievance through the Director for Graduate & Postdoctoral Affairs.

If a grievance cannot be resolved informally with the faculty or staff member involved within the academic department, a student may submit a formal, written grievance to the head of the department, unit or program. If there is more than one student with a grievance on a particular matter, each student must submit a separate grievance. The department, unit, or program head, or director or designated committee will issue a written decision on the grievance within thirty (30) days or as soon thereafter as practical.

Graduate students who wish to appeal from the decision rendered at the department, unit or program level must submit a formal, written appeal to the Dean of the College within seven (7) calendar days after receipt of written notice of the decision by the department, unit, or program head, or director or designated committee. The Dean may delegate review of the matter to another individual or committee, including but not limited to one of the Associate Deans, the College Council or a specially constituted grievance committee who shall make a recommendation to the Dean. The Dean shall render a decision on the appeal within thirty (30) days or as soon thereafter as practical.

Graduate students who wish to appeal the written decision of the Dean must submit a formal written appeal to the Provost within seven (7) calendar days after receipt of the Dean's decision. A copy of the appeal must also be submitted to the Director for Graduate & Postdoctoral Affairs and to the Dean. The Provost may delegate review of the matter to another individual or committee, including but not limited to the Vice Provost for Education who shall make a recommendation to the Provost. The Provost shall render a decision on the appeal within thirty (30) days or as soon thereafter as practical. Decisions by the Provost are final and not appealable.

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

## **SECTION 5: Funding & Financial Support**

### **5.1: On-Campus Employment**

Information about on-campus employment can be found on the [Career and Professional Development Center website](#).

### **5.2: Conference Funding**

Conference Funding is provided by the Graduate Student Assembly (GSA) and the Provost's Office for students, student work groups, or groups to attend a conference as a presenter. The process is managed by the Office of Graduate and Postdoctoral Affairs. Students can find more information about the application process and deadlines on OG&PA's [website](#).

### **5.3: GuSH Research Grants**

GuSH Research Grants are small grants provided by the Graduate Student Assembly (GSA) and the Provost's Office and managed by the Office of Graduate and Postdoctoral Affairs. Students can find more information about the application process and deadlines on OG&PA's [website](#).

### **5.4: Professional Engagement Funding**

Professional Engagement Funding is provided by the Provost's Office for students to attend a conference or other engagement for professional development. The process is managed by the Office of Graduate and Postdoctoral Affairs. Students can find more information about the application process and deadlines on OG&PA's [website](#).

## **5.5: Health Insurance Requirement**

CMU requires students to have medical insurance that meets university requirements each academic year, either through enrolling in the [CMU Student Health Insurance Plan \(SHIP\)](#) or obtaining a SHIP waiver.

## **5.6: University Fees**

Fees for Technology, Student Activities, and Transportation for graduate students are listed and described on the Student Financial Services website [here](#). Some graduate programs cover University fees as part of a broader funding package.

## **5.7: Tax Implications of Financial Support**

Some work performed for the University, including but not limited to TAs and RAs, may be considered taxable income. This may also include the tuition and stipend coverage, when relevant. Please consult with your department for additional information and with related questions or concerns. Please also note that Carnegie Mellon University does not provide tax advice, and in many cases, you may need to consult your tax advisor.

## **5.8: Lost Funding**

Please reference your program handbook and/or contact your department for information about written notification of change in financial support.

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

Graduate students who find themselves in need of immediate funds for emergency situations should explore the following webpage and contact the Office of the Dean of Students to inquire about [Student Emergency Support Funding](#).

## **5.9: University Financial Aid**

Graduate students should consult the graduate student financial aid information found on [The HUB website](#). 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 explore the following webpage and contact the Office of the Dean of Students to inquire about [Student Emergency Support Funding](#).

## **SECTION 6: Safeguarding Educational Equity**

### **6.1: Assistance for Individuals with Disabilities**

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

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

### **6.2: Discriminatory and Sexual Misconduct Policy**

The mission of Carnegie Mellon University is to cultivate a transformative educational experience for its Students that is committed to promoting and safeguarding their personal health and well-being. In addition, the mission is to create a collaborative environment open to the free exchange of ideas, where research, creativity, innovation, and entrepreneurship can flourish and where individuals can achieve their full potential. Consistent with the university's Statement of Assurance, it is the policy of Carnegie Mellon University to maintain an academic and work environment that promotes the confidence to work, study, innovate, and perform without fear of discriminatory and sexual misconduct. Such misconduct diminishes individual dignity, is contrary to the values of the university, and is a barrier to fulfilling the university's mission. It will not be tolerated at Carnegie Mellon University.

Graduate Students with about Discriminatory or Sexual Misconduct should contact the Office for Institutional Equity.

Please see the university's Discriminatory and Sexual Misconduct Policy for more information.

If you have been impacted by any of these issues, you are encouraged to make contact with any of the following resources:

- [Office for Institutional Equity and Title IX](#)  
412-268-7125  
institutionalequity@cmu.edu

Additional resources and information can be found [here](#).

### **6.3: Gestational and Parental Accommodations**

Providing holistic student support is a top priority at Carnegie Mellon. The [Student Parental Accommodation Protocols](#) are outlined on the web and are designed to support the parental needs of students and their families.

Students seeking any of the Parental Accommodations described on the previously linked webpage must register with the Office of the Dean of Students by contacting the office for an appointment (412-268-2075). Students are encouraged to register with the Office of the Dean of Students ninety (90) days in advance of the anticipated arrival of the child as applicable in the individual circumstance. At the time of registering, students will have the opportunity to consult about resources, procedures, funding options, and preparation for discussing academic accommodations with the student's academic department. Students should also consult with their academic advisors either before or in conjunction with registering with the Office of the Dean of Students.

### **6.4: Consensual Intimate Relationship Policy Regarding Undergraduate Students**

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

## **ADDITIONAL RESOURCES FOR GRADUATE STUDENTS**

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

## **Key Resources for Graduate Student Support**

[Office of Graduate and Postdoctoral Affairs](#)

[Office of the Dean of Students](#) and the [Division of Student Affairs](#)

[Diversity, Equity, Inclusion, and Belonging](#)

[Center for Student Diversity & Inclusion](#)

[Office for Institutional Equity & Title IX](#)

[Disability Resources](#)

[Eberly Center for Teaching Excellence & Educational Innovation](#)

[Graduate Student Assembly](#) (Carnegie Mellon Student Government)

[Office of International Education](#) (OIE)

[Veterans and Military Community](#)

[Carnegie Mellon Ethics Hotline](#)

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

[Policy Against Retaliation](#)

## **Key Offices for Academic & Research Support**

[Computing Services](#)

Be sure to review sections on [Secure Computing](#) and the [University Computing Policy](#)



[Student Academic Success Center](#)

[University Libraries](#)

[Research at CMU](#)

[Office of Research Integrity & Compliance](#)

**Key Offices for Health, Wellness, & Safety**

[Counseling & Psychological Services](#)

[University Health Services](#)

[Community Health & Well-Being](#)

[Religious and Spiritual Life](#)

[University Police](#) and [Annual Reports](#)

For emergencies or to report a crime call: 412-268-2323

[Transportation Services](#)

[Environmental Health and Safety](#)

[CMU Safe](#)

[COVID-19 Updates](#)